



ONE CITY. ONE JACKSONVILLE.

# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Finance and Administration Department  
City Hall at St. James  
117 W. Duval Street, Suite 375  
Jacksonville, FL 32202  
[www.coj.net](http://www.coj.net)

March 1, 2023

To All Suppliers of the City of Jacksonville,

We are excited to be moving forward from sending paper checks in the mail to getting you paid faster by making payments via ACH (Automated Clearing House). With the ACH payment process, your payments will be deposited directly and securely into your bank account.

This system will improve your cash flow, eliminate the need for you to go to the bank, and enhance your ability to store remittance advices electronically.

For each payment, you will receive an email sent to the email address you have on file with us. These emails will detail the invoice(s) and amount(s) paid via your ACH payment.

**Please update your supplier registration with your banking information and desired email address by March 24, 2023.** Instructions on how to do this are attached. Starting March 27<sup>th</sup>, we will then send you all payments through the ACH process.

Suppliers who do not register on time for ACH payments may experience payment delays up to 10 days as the City will begin utilizing a third party service to issue paper checks for a limited time.

**If you have any questions, please contact Kale Newsome, Accounts Payable Supervisor, at (904) 255-5260 or via email at [kalen@coj.net](mailto:kalen@coj.net).**

Thank you for your assistance with this important enhancement. I look forward to continuing to work with you in the future.

Henry Noles  
Manager of Accounting Services - AR/AP