

CITIZENS PROPERTY INSURANCE CORPORATION
2101 MARYLAND CIRCLE
TALLAHASSEE, FLORIDA 32303-1001

TELEPHONE: 850.513.3724



Dear Valued Vendor,

To improve our processes, Citizens Property Insurance Corporation (Citizens) now is offering an electronic payment option to our vendors. Automated Clearing House (ACH) payments are more efficient, timely and provide additional controls for both the vendor and Citizens.

Citizens is offering two options to sign up for ACH payments:

Option 1

An authorized vendor representative can log on to Citizens' supplier portal and input the vendor's banking information. This is the preferred method for providing or making changes to vendor banking information as it alleviates the need to transmit sensitive banking information outside of the security of the system.

[Instructions for entering your banking information](#) are available on the Citizens website [Vendors](#) page. Contact vendor.inquiry@citizensfla.com if you have questions about your online account or tsc.support@citizensfla.com if you require assistance logging into Citizens' supplier portal.

Option 2

An authorized vendor representative can complete the accompanying authorization form. **This form must be signed and notarized.**

Completed forms can be emailed to accountspayable@citizensfla.com or mailed to:

Citizens Property Insurance Corporation
Attn: Accounts Payable
2101 Maryland Circle
Tallahassee, Florida 32303

If you have any other questions or need assistance, email Accounts Payable at accountspayable@citizensfla.com.



Electronic Payment Form

Vendor name: _____
Address 1: _____
Address 2: _____
Address 3: _____
AR contact: _____
Phone #: _____
Fax #: _____
Remittance email: _____

Financial Institution Information

Bank name: _____
Address 1: _____
Address 2: _____
Address 3: _____
Phone # _____
9-digit routing/transit #: _____
Account #: _____
Type of account: _____
Authorized signature: _____

Acknowledgement

State of _____

County of _____

On the _____ day of _____ in the year _____, before me, the undersigned notary public, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

_____ Notary Public