



## Chautauqua County Electronic Payment Options

Chautauqua County offers two electronic payment options:

1. Direct Deposit – an EFT/ACH sent directly to a bank account
2. Supplier Pay – an automated payment with a Visa card and our preferred method of payment

Please enroll in either our Direct Deposit Program or Supplier Pay Program by having an authorized company representative or individual complete the appropriate form. Enrollment forms can be requested from the Dept. of Finance [accountspayable@chqgov.com](mailto:accountspayable@chqgov.com) or calling (716) 753-4223.

### Direct Deposit (Individuals)

When your payment is processed, you will receive an automated remittance email for each payment from [AccountsPayable@chqgov.com](mailto:AccountsPayable@chqgov.com). These emails will contain the payment date, the amount of the payment, and the other pertinent details of the transaction needed to process and reconcile your payments. Funds will be deposited directly into the bank account that is provided by an authorized individual of your organization or the individual account owner.

### Supplier Pay (Businesses)

In order to enroll in Supplier Pay you must be able to accept a VISA payment.

Supplier Pay is our preferred method of payment and payments made to these vendors will be processed with the highest priority.

When your payment is processed, you will receive an automated remittance email for each payment from [chautauquacounty@mtbsupplierpay.com](mailto:chautauquacounty@mtbsupplierpay.com). These emails will contain a link to a secure web portal where you will obtain a unique Visa credit card account number, the amount to charge and the other pertinent details of the transaction needed to process and reconcile your payments. The credit card account number will change with each payment so you will not need to keep this information on file. The payment would then be processed by your staff just like any other credit card transaction. If you accept VISA payments online or by phone but the automated email process will not work with your receivable process, please contact us as we may be able to offer an alternative method for processing the VISA payment.

**If you do not accept VISA payments, the Direct Deposit form should be completed.**

Completed forms can be emailed to [AccountsPayable@chqgov.com](mailto:AccountsPayable@chqgov.com) or mailed to:

Chautauqua County  
Dept. of Finance  
3 North Erie St., GOB  
Mayville, NY 14757

If your organization has multiple remittance addresses, a separate form needs to be completed for each remittance address.

Questions? Please contact the Finance Department at (716) 753-4223.