



Vendor ACH Enrollment Form

DeSoto ISD will offer receiving payments via Electronic Funds Transfer to our vendors. Payments will be electronically deposited into your company's designated bank account through ACH (Automated Clearing House). ACH payment remittance will be delivered via email.

VENDOR INFORMATION (Remit Address)

New Request Change Request

Vendor Name		Taxpayer ID (Required)	
Address	City	State	Zip Code
Accounting Contact Name	Telephone Number	Fax Number	
Email Address (Print Clearly) – Required to receive remittance			

FINANCIAL INSTITUTION INFORMATION

Bank Name			
Address	City	State	Zip Code
Account Name	ACH Routing Number	Account Number	
Account Type	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	

Certification:

- I certify I am responsible for notifying any changes to the information provided above to DeSoto ISD.
- I certify that I agree to immediately return any erroneous payments that may occur as a result of payment via ACH.
- I certify the information provided on this form is true and correct, and that I, as an authorized representative for the above-named company, hereby authorize DeSoto ISD to electronically deposit payments to the designated bank account. This authority remains in full force until written notice of change or cancellation is received by DeSoto ISD.
- DeSoto ISD reserves the right to cancel or suspend this authorization at any time.

Authorization:

_____	_____	_____	_____
Authorized Official Name	Signature	Title	Date

Please email the completed form along with a bank confirmation letter to: purchasing@desotoisd.org