

Killeen Independent School District
PO BOX 967
Killeen, TX 76540



VENDOR ELECTRONIC PAYMENTS REQUEST (ACH)

Killeen Independent School District is pleased to announce a new service to our Accounts Payable vendors. Effective immediately, you will have the **OPTION** of receiving your payment through the Automated Clearinghouse Network (ACH). ACH payments are widely viewed as more secure, less costly, and more efficient than paper checks.

The US Treasury uses ACH payments for social security and other payments. **This process will be provided at no cost to you and will be used for deposits only.**

So that we may update our information and make electronic payments to you, please complete the following information:

Company Name: _____

Company Address: _____

E-mail Address: _____

Bank Name: _____

Bank Routing # _____ Account # _____

Please circle one: Checking Account Savings Account

Please attach a voided check (deposit slips are not acceptable)*:

*If you do not issue checks on the designated account, a letter from your financial institution is required. The letter must be on bank letterhead, signed by a bank representative and include full ACH instructions.

I certify the depository information listed above is accurate and I authorize Killeen Independent School District to issue payments electronically via ACH. Signature must be that of an authorized representative. Owner agrees to give at least thirty (30) days advance written notice of any change in the payment instructions shown above.

Signature: _____ Date: _____

Printed Name: _____ Phone #: _____

Please complete this letter and return to Accounts Payable - PO BOX 967, Killeen, TX 76540 – Attention: Melanie Jones. If you have any questions, please contact Melanie Jones, AP Specialist at 254-336-0013 or Melanie.Jones@killeenisd.org. Thank you!

For Office Use Only

Vendor Number: _____

Verified Date: _____ AP Clerk Initials: _____