

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: Latricia McMillan . If you have any questions, please contact Tish McMillan, AP Analyst at 254-336-0017 or Tish.McMillan@killeenisd.org. Thank you!

For Office Use Only

Vendor Number: \_\_\_\_\_

Verified Date: \_\_\_\_\_ AP Technician Initials: \_\_\_\_\_