VENDOR ACH ENROLLMENT REQUEST

Vendor Direct Deposit (Payment by ACH) is Wylie ISD's preferred method for delivery of payment for services rendered and/or goods purchased. Vendor's requesting ACH, will be required to provide an e-mail address for the receipt notification of the direct deposit. The notification will have a voucher attached reflecting the amount of payment and date of deposit.

Please complete the following to receive payment through Direct Deposit (ACH). Please print clearly.

Company Information:

Company Name _____

Address _____

Phone Number _____

ACH Delivery/Remittance Email Address _____

Banking Information:

When an ACH payment is processed, a remittance email will be sent. The FDIC no longer requires a testing period for any existing banks.

Financial Institution Name _____

Address _____

Nine Digit Routing Number _____

Depositor Account Number _____

Contact Information:

Contact Name _____ Title _____

Contact Email Address _____

_____ _____

Authorized Signature Date

Return completed form:

By mail: Wylie Independent School District
ATTN: Purchasing Department
P.O. Box 490
Wylie, TX 75098-0490

OR

By Email: purchasing@wylieisd.net