



Payment Instructions

LISD DIRECT DEPOSIT SETUP/CHANGE FORM

Direct Deposit is a fast, easy way to receive payments. We highly encourage our vendors to sign up. Using Direct Deposit means funds will be available in your account within two business days from payment date. Please follow the directions below to take advantage of this more effective and efficient payment opportunity.

A. Bank Name:

B. Type of Account: Checking Savings

C. ABA Routing Number (9 digits):

D. Bank Account Number:

E. Vendor Name:

F. LISD Vendor Number (to be completed by LISD Mgmt):

G. Tax ID/SSN Number:

H. Vendor Mailing Address:

I. Vendor Phone Number:

J. Accounts Receivable Email Address:

(Note: Email address required to receive detailed deposit notifications.)

K. Accounts Receivable Contact Phone:

L. Printed Name of Authorized Vendor Representative: _____

M. Signature of Authorized Vendor Representative:-

**By signing above you agree to the following terms/conditions:*

- We understand that ALL payments will remit via ACH to the bank account listed above.
- We will notify LISD of any change to account info 10 days prior to change in order to avoid returned payments or delay in payments.

N. Date Signed by Authorized Vendor Representative:

The following backup *MUST* be submitted with this form and *MUST* include: the name on the account, the account number, and the ABA routing number.

- Checking account - attach a voided check or a letter from the bank
- Savings account - attach a pre-printed deposit slip and the 1st page of a recent bank statement (only if "name" on the account is not on the deposit slip)

The completed form can be sent via email to hmmejia@laredoisd.org.