



**Barbers Hill ISD is now offering payment by ACH direct deposit to all Accounts Payable vendors.** Payments by ACH are deposited directly into your bank account. A notification of the upcoming deposit is sent by email with the same memo information that would appear on a check stub. If you would like your payment to be made by Electronic Funds Transfer through ACH, please complete the form below, sign, and return to the Accounts Payable department by email at [accountspayable@bhisd.net](mailto:accountspayable@bhisd.net) or by mail at P.O. Box 1108 Mont Belvieu, TX 77580.

**ACH VENDOR DIRECT DEPOSIT FORM**

**Vendor Information:** TIN/EIN or SS# \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Remittance Address: \_\_\_\_\_

Remittance City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_  
(ACH Deposit notifications will be sent to this Email address)

**Banking Information:**

Vendor's Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Bank's City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Bank Contact Name: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_

ABA Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

Account Type: **(Please check only one)** - Checking \_\_\_\_\_ Savings \_\_\_\_\_  
**(Please check only one)** - Business \_\_\_\_\_ Personal \_\_\_\_\_

**Vendor's Authorization:**

Please sign below to confirm that you are authorizing Barbers Hill ISD to deposit payments for your invoices into the account mentioned above.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Title Phone No.