



**VENDOR ACH INFORMATION**  
**\*\* OFFICIALS ONLY \*\***

Check Appropriate Box:       New Vendor       Change Request

The Waunakee Board of Education has a policy which requires all payments be made via ACH (electronic) payments into a banking account. In order to process payment to you, please:

- complete **all** fields on this form. Missing information will delay payment.
- use black ink and type or **print clearly** to avoid errors
- submit **both** ACH and W9 forms

BAA Confirmation
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Vendor Name: (must match W9)		
Phone number:		
Email address : (used to send email notification of payment)	_____ @ _____ . _____	
Financial Institution:		
Routing Number:		
Account Number:		
Type of Account	(check one)	
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
	(check one)	
	<input type="checkbox"/> Personal <input type="checkbox"/> Business	
Signature		
Printed/Typed Name		
Title (for businesses)		

**Joe Smith** 1234  
1234 Anystreet Court  
Anycity, AA 12345

Pay to the order of \_\_\_\_\_ Dollars

**Bank Anywhere**

⌋ 123456789 ⌋    123456789123 ⌋•1234

Bank Routing Number
Bank Account Number
Check Number (Do not use)

Routing number is 9 digits surrounded by |; In some cases the order of the checking account number and the check number is reversed.

Please submit all required vendor documentation following the instructions provided by the Athletic Department.  
Please allow up to 10 business days for processing once completed documents are received.  
If any of your vendor information should change, please submit new ACH and W9 forms to the Athletic Department.

Please direct questions to:    Waunakee Community High School  
  Attn: Jen Lockman/Athletic Department  
  301 Community Dr., Waunakee, WI 53597

Fax: (608) 849-2164

*Thank you!*

<p align="center"><u>FOR BUSINESS OFFICE USE</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confirm BAA Review</li> <li><input type="checkbox"/> Vendor Rubric</li> <li><input type="checkbox"/> 1099 Vendor    Y    N</li> <li><input type="checkbox"/> ACH Entered</li> <li><input type="checkbox"/> Attachment(s)</li> <li><input type="checkbox"/> Confirmation to BAA</li> </ul>
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