



Dexter Community Schools
 2704 Baker Rd
 Dexter, Michigan 48130
 Email: accountspayable@dexterschools.org
 Phone: (734) 424-4100 x 1018
 Fax: (734) 424-4111

Dear Dexter Community Schools Vendor:

Dexter Community Schools provides a paperless workflow for your convenience.

By authorizing payments by ACH, you will receive payment the day after it is processed. You will no longer have to wait for a check to arrive in the mail or delays or costs associated with lost checks. To enroll, please complete this form. Please return by fax to (734) 424-4111 or by mail at the above address.

If you have any questions, please contact Accounts Payable at (734) 424-4100 ext. 1018.

Business Name/Name _____

Address _____

City, State _____ Zip Code _____ Phone _____

Email Address to send ACH notifications: _____

Employer Identification Number/SSN _____ ****REQUIRED**
 (for verification - the last 6 digits)

Payment Information:

Bank name _____ Routing # _____ Account # _____

Account Type Checking Savings

Email address for ACH confirmation notifications _____

I authorize Dexter Community Schools to directly deposit payments by ACH into my bank account as designated above and to initiate, if necessary, debit entries and adjustments for any credit entries made in error to my account.

Print name _____

Signature _____

Date _____