



Consolidated School District # 2
financegroup@raytownschools.org

As a payment option, the district offers payees the opportunity to receive future payments electronically, rather than by check. Your payments will be deposited into the checking account of your choice. In addition to having the money deposited electronically, you will also be notified of the deposit by e-mail. The e-mail will provide you with all the information that would normally be on your check stub. To receive payments electronically, you must print, complete this form, attach a voided check and return both to the address above.

Payee Information	
Payee Name:	SSN or Federal ID #:
Remit Address(es) for applicable accounts:	

Bank Information	
Bank Name:	
Name on Account:	
Account #:	
Routing #:	

E-MAIL ADDRESS for payment notification.

<input type="checkbox"/> E-mail Address:	
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Name(s): _____ Title: _____
Please print

Authorized Signature

Date

TAPE VOIDED CHECK HERE OR ATTACH BANK LETTER

VISA PAYABLES

How it Works:

Upon enrolling, you will be directed to access a secure website to obtain the credit card account which you will use for future payments. In the future, you will receive an automated remittance notification email alerting you of the amount to charge and other pertinent details of the transaction.

To Enroll:

To enroll in this new payment arrangement, please have an authorized company representative complete the below fields for each appropriate remittance address and email your acknowledgement to financegroup@raytownschools.org

Company Name:	
Remittance Address:	
City:	
State:	
Zip Code:	
Contact Name:	
Contact Title:	
Contact Phone:	
Remittance Email(s)*:	
CVV2 Required:	[Yes] [No] What is this?

*This is either a Receivable Department email or designated person to process card transaction payments.

We are targeting to transition our vendors to Visa Commercial Card payments by January 1st, 2019.