



Public Schools of the Tarrytowns

ADMINISTRATIVE OFFICES 200 North Broadway • Sleepy Hollow, New York 10591 (914) 332-6283 Fax

Authorization Agreement for ACH/Direct Deposit-Individual

TO: All Vendors (Individuals/Consultants)

FROM: Assistant Superintendent for Business

SUBJECT: **ACH/EFT Payment Authorization Form**

Effective July 1, 2021 the Accounts Payable payments will be issued via Automated Clearing House (ACH)/Direct Deposit. This will be an efficient method of vendor payment processing and will avoid payment delays, fraud and address errors.

Please complete the form below and submit via email to ap@tufsd.org or via fax to (914) 332-6542.

NAME OF INDIVIDUAL:

ADDRESS OF INDIVIDUAL:

TELEPHONE NUMBER:

EIN OR SOCIAL SECURITY NUMBER:

EMAIL ADDRESS FOR DEPOSIT NOTIFICATIONS:

NAME OF BANK:

ACCOUNT NUMBER:

ROUTING NUMBER:

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YOU MAY INCLUDE A VOIDED CHECK IN LIEU OF ACCOUNT AND ROUTING NUMBER

Please return this information to: Patricia Way-Townes - Business Office

Tarrytown Union Free School District
200 North Broadway, Sleepy Hollow, NY 10591
Email: pwaytownes@tufsd.org
Phone: 914-332-6251
Fax: 914-332-6542