

ACH Information Request Form

To enable Valdez City Schools, to pay your invoices via the Automated Clearing House (ACH*) method and be notified via e-mail of the payment, please complete this form and submit it to the Business Office per the instructions below. If you have questions while completing the form, please contact Cheryle Fleming at 907-834-4705 or via email at cfleming@valdezcityschools.org.

Vendor Name (as it appears on your invoice): _____

Banking Institution: _____

Transit/Routing Number: _____

Bank Account Number: _____

Please indicate whether this is a savings or checking account:

____ Savings Account ____ Checking Account

Vendor Contact: _____ Title: _____

Phone Number: _____ E-mail: _____

E-mail Payment Notifications to: _____

Note: If your routing or account numbers change, please contact the Business Office immediately at the phone number above.

Fax. email or mail the completed form to:

Fax: 907-835-4964

U.S. Mail: Valdez City Schools
Attention: Cheryle Fleming
Accounts Payable
P.O. Box 398
Valdez, Alaska 99686