

Name: _____

Address: _____

Federal Tax ID Number: _____

Dr. Edith M. Walker
Superintendent

SCHOOL BOARD

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President
District 5B

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Vice President
District 6A

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District 7A

Jake Lambert
District 7B

Starting this year, the Ascension Parish School Board will no longer issue paper checks to vendors who are paid "regularly." Instead, all vendors who are paid multiple times a year are required to be paid by electronic funds transmittal (electronically via ACH). Among the benefits to you, our treasured vendor, are:

- 1.) Receipt of payment quicker (2 banking days)
- 2.) Reduction of clerical time spent to copy and endorse the check, prepare a deposit slip, and take the deposit to the bank
- 3.) Reduction of likelihood of errors for depositing the payment in the wrong bank account or to the wrong customer account number
- 4.) Elimination of lost or destroyed checks

We will benefit from improved efficiencies paying our vendors and less clerical time spent reconciling bank statements and researching outstanding checks. We value your service and support and are confident that your company will benefit from using electronic deposit.

You will receive a payment of advice to your e-mail, which will include our account number and the numbers, dates, and amounts of all invoices included in the electronic payment. We will treat your banking information with the utmost security and confidentiality. Please email this completed form to nicole.landry@apsb.org or mail it to Nicole Landry, Business Services Department at the address above. If you have questions, please feel free to call Nicole at (225) 391-7082. Thanks so much for helping us stretch taxpayer dollars further.

Sincerely,


Deshonna I. Jackson, MBA, CISBO
Director of Business



**NEW VENDOR DIRECT DEPOSIT
ACCOUNTS PAYABLE AUTHORIZATION
AGREEMENT**

Name: _____

Address: _____

Federal Tax ID Number: _____

I, _____ authorize the Ascension Parish School Board to make electronic deposits into the following bank account:

Account Type: **Checking** _____ *OR* **Savings** _____

Bank Institution Name

Bank Routing Number

Bank Account Number

Bank Account Name

Bank Account Physical Address

City/State/Zip Code

This authorization is to remain in full force and effect until the Ascension Parish School Board has received written notification from me of its termination in such manner as to afford the Ascension Parish School Board and the Bank a reasonable opportunity to act on it.

Contact Person's Name (PRINT)

Phone Number

Email (PRINT)

Remittance Address

Please attach a voided check *or* a letter from your bank for verification of the account. Be advised that APSB will do a pre-note on this account. Once completed, email this form along with account verification to nicole.landry@apsb.org. You may also mail it to Nicole Landry, Business Services Department, 1100 Webster Street, Donaldsonville, LA 70346. If you have any questions, please feel free to call Nicole at (225) 391-7082