



## CROTON-HARMON UFSD

### REQUEST FOR VENDOR PAYMENTS VIA DIRECT DEPOSIT (ACH) FORM

TO: ALL VENDORS  
FROM: BARRY GAMZON, DISTRICT TREASURER  
DATE: March 15, 2024  
SUBJECT: VENDOR PAYMENTS VIA DIRECT DEPOSIT (ACH) – CROTON-HARMON UFSD

The Croton-Harmon Union Free School District is in the process of making vendor payments electronically via DIRECT DEPOSITS (ACH). To facilitate receipt of payments directly deposited into your account via ACH, please complete the following and **provide a voided check**:

NAME OF COMPANY/ORGANIZATION: \_\_\_\_\_  
NAME OF CONTACT PERSON: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
TAX IDENTIFICATION NUMBER: \_\_\_\_\_  
EMAIL ADDRESS FOR AN INVOICE REMITTANCE: \_\_\_\_\_  
NAME OF THE BANK: \_\_\_\_\_  
ACCOUNT NUMBER: \_\_\_\_\_  
ROUTING NUMBER: \_\_\_\_\_

**Vendor Certification:** *I have read and understand the Request for Vendor Payments and hereby authorize payments to be received by electronic funds transfer into the bank that I designate in the above. I further understand that in the event that an erroneous electronic payment is sent, Croton-Harmon UFSD reserves the right to reverse the electronic payment. In the event that a reversal cannot be implemented, Croton-Harmon UFSD will utilize any other lawful means to retrieve payments to which the payee was not entitled.*

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Date

### Please return the completed information to:

#### **Alix Berniker – Business Office**

Croton-Harmon Union Free School District  
10 Gerstein Street, Croton-on-Hudson, NY 10520

By Email: [alix.berniker@chufsd.org](mailto:alix.berniker@chufsd.org)