



Public Schools of the Tarrytowns

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

Authorization Agreement for ACH/EFT Accounts Payable Vendor Payments

TO: All Vendors
FROM: Assistant Superintendent for Business
SUBJECT: **ACH/EFT Payment Authorization Form**

Vendor payments are issued via 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 COMPANY:

NAME OF CONTACT PERSON:

TELEPHONE NUMBER:

EMPLOYER IDENTIFICATION NUMBER:

EMAIL ADDRESS FOR PURCHASE ORDERS:

NAME OF BANK:

ACCOUNT NUMBER:

ROUTING NUMBER:

EMAIL ADDRESS FOR DEPOSIT NOTIFICATIONS:

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