



# *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**

Vendor payments are 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](mailto: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:**

— — — — —

**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](mailto:pwaytownes@tufsd.org)  
Phone: 914-332-6251  
Fax: 914-332-6542