



Iberville Parish School Board

Louis Voiron, Jr., Ed.D.
Superintendent
Secretary/Treasurer

Yolanda Laws
President

Daven Tullier
Vice-President

September 18, 2024

Beginning October 1, 2024, Iberville Parish School Board will no longer issue paper checks to employees for travel reimbursements. Instead, all employees are required to be paid by electronic funds transmittal (electronically via ACH).

The benefits of this new payment method are:

- You will receive payment quicker (2 banking days).
- You will have a reduction of clerical time spent to copy and endorse the check, prepare a deposit slip, and take the deposit to the bank.
- There is a reduction of likelihood of errors for depositing the payment in the wrong bank account or to the wrong customer account number.
- These will eliminate lost or destroyed checks.

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

You will receive a payment of advice to your email, 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 the completed "New Vendor Direct Deposit Accounts Payable Authorization Agreement" form to terrynsimon@ipsb.education or mail it to Terry Simon, Finance Department P.O. Box 151, Plaquemine, LA 70765. If you have any questions, please feel free to call Terry at (225) 687-4341 ext. 1047.

Thanks so much for helping us stretch taxpayer dollars further.

Sincerely,

Louis Voiron, Jr., Ed.D.
Superintendent



New Vendor Direct Deposit Accounts Payable Authorization Agreement

Name: _____
Address: _____

Federal Tax ID Number: _____

I, _____ authorize the Iberville 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 _____

Name on Bank Account _____

Bank Account Physical Address City/State/Zip Code

This authorization is to remain in full force and effect until the Iberville Parish School Board has received written notification from me of its termination in such a manner as to afford the Iberville 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 IPSB will not do a pre-note on this account. Once completed, email this form along with account verification to terrynsimon@ipsb.education. You may also mail it to Terryn Simon, Finance Department P.O. Box 151, Plaquemine, LA 70765. If you have any questions, please feel free to call Terryn at (225) 687-4341 ext. 1047.