



Texarkana Independent School District
4241 Summerhill Rd.
Texarkana, TX 75501
(903) 764-3651

Texarkana Independent School District will now allow payment by ACH direct deposit for all TISD employee reimbursements and/or travel payment requests. Payments by ACH shall be deposited directly into your bank account the morning after the designated check run. A notification of the upcoming deposit is sent by email, with the same memo information that would appear on a check stub. Employees not selecting ACH direct deposit will receive a paper check for all reimbursements and/or travel payment requests.

To elect Electronic Funds Transfer through ACH, please complete Sections 1-3 of the form below and sign in Section 3.

Accounts Payable Electronic Fund Transfer Agreement (EFT)
(PAYMENT BY ACH)

Section 1- Vendor Information

Name:	
Address:	
City/State/Zip:	Phone:
Last 4 digits of SSN (to verify employee identification):	
Email Address for Notification of Deposit (required):	

Section 2 – Bank Account Information (contact bank ACH department for correct routing number)

☐ If you would like the ACH to be direct deposited into the same account as your pay check, please check the box.

Financial Institution Name:	
Financial Institution Address:	
Routing Number for ACH:	
Depositor Account Number:	
Type of Account:	_____ Checking _____ Savings

Section 3 – Authorization

I authorize Texarkana Independent School District to credit my account with the depository named above. If the district should erroneously deposit funds into my account, upon notification by the district I will authorize the necessary debit entries to correct the error, not to exceed the amount deposited in error.

This authorization will remain in effect until the district has received written notification from me that it is to be terminated.

Signature	Date:
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Please return form to: business.office@txkisd.net
903-794-3651 ext. 1022