



Dear Valued Customer,

We are excited to announce an enhancement to our payment options designed to make your transactions with us even more convenient and efficient. We are pleased to now offer **Automated Clearing House (ACH) payments** as a secure and streamlined method for settling your invoices & payments..

ACH payments allow for direct electronic transfers from your bank account to ours, offering several benefits, including:

- **Increased Efficiency:** Faster processing times compared to traditional checks.
- **Enhanced Security:** Reduced risk associated with paper checks.
- **Environmental Friendliness:** A paperless payment solution.

If you would like to take advantage of this convenient payment method, we will require your ACH payment information. To facilitate a smooth transition, please provide the following details:

- **Bank Name:** \_\_\_\_\_
- **Account Holder Name:** \_\_\_\_\_
- **Account Type (Checking/Savings):** \_\_\_\_\_
- **Bank Account Number:** \_\_\_\_\_
- **Bank Routing Number:** \_\_\_\_\_
- **Email:** \_\_\_\_\_

Please be assured that all information provided will be handled with the utmost confidentiality and used solely for the purpose of processing your payments.

To provide your ACH information please complete this form & email Penny Benson (Vendors A-L) at [PLBENSON@NCPSCHOOLS.NET](mailto:PLBENSON@NCPSCHOOLS.NET) or Tracey Richardson (Vendors M-Z) at [TYRICHARDSON@NCPSCHOOLS.NET](mailto:TYRICHARDSON@NCPSCHOOLS.NET). You may also fax the completed form to the number provided below. We're dedicated to improving our services and value your business.

Sincerely,

Nash County Public Schools Finance Dept

1930 Eastern Avenue, Nashville, NC 27856 | Fax 252-459-5341 |

The Nash County Public School system does not discriminate against any person on the basis of race, sex, age, color, religion, national origin, citizenship status, political affiliation, or disability in any of its educational or employment programs or activities.