



SANTA FE INDEPENDENT SCHOOL DISTRICT

4133 WARPATH, SANTA FE, TX 77510

409-925-9023

Santa Fe ISD is now offering payment by ACH direct deposit to all Accounts Payable vendors.

Payments by ACH are deposited directly into your bank account. A notification of the upcoming deposit is sent by email with the same memo information that would appear on a check stub. If you would like your payment to be made by Electronic Funds Transfer through ACH, please complete the form below, sign, and return to the Purchasing Specialist by email at janet.ferguson@sfisd.org or by mail at P.O. Box 370 Santa Fe, TX 77510.

ACH VENDOR DIRECT DEPOSIT FORM

Vendor Information:

TIN/EIN or SS# _____

Vendor Name: _____

Remittance Address: _____

Remittance City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone #: _____

E-Mail Address: _____

(ACH Deposit notifications will be sent to this Email address)

Banking Information:

Vendor's Bank Name: _____

Bank Address: _____

Bank's City: _____ State: _____ Zip Code: _____

Bank Contact Name: _____ Phone #: (_____) _____

ABA Routing #: _____ Account #: _____

Account Type: (Please check only one) - Checking ☐ Savings ☐

(Please check only one) - Business ☐ Personal ☐

Vendor's Authorization:

Please sign below to confirm that you are authorizing Santa Fe ISD to deposit payments for your invoices into the account mentioned above.

Signature Date

Printed Name Title Phone No.