

Highland Park ISD 057-911

PAYMENT AUTHORIZATION FORM

*****EFT OPT-OUT: If EFT payment method is not preferred, please check box:**

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Vendor authorizes payment by PAPER CHECK ONLY.

Fill out Vendor Information and SIGN BELOW.

VENDOR/CONTRACT/CONSULTANT INFORMATION: (must fill out)

BUSINESS NAME/CONTRACTOR/ CONSULTANT: _____

FID/EIN/SOCIAL SECURITY #: _____

REMIT TO ADDRESS: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____ PHONE NUMBER: _____

(for POs to be sent to)

EMAIL ADDRESS: _____

(for payment notification)

FINANCIAL INSTITUTION: (Electronic Fund Transfer Only) - REQUIRED voided check or Bank Verification Letter

NAME: _____ BRANCH: _____

ADDRESS: _____

ROUTING NUMBER:														
ACCOUNT NUMBER:														

☐

CHECKING
ACCOUNT

☐

SAVINGS
ACCOUNT

***By signing below, I acknowledge all the information above is correct and I hereby authorize Highland Park ISD (7015 Westchester Dr., Dallas, TX 75205) to deposit by *electronic transfer payments or payment by check*, funds owed to me by the school district and, if necessary, to make debit entries and adjustments for any amounts deposited electronically in error. The school district shall deposit the payments or make adjustments in the financial institution and account designated above. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or that my payments may be erroneously transferred electronically.

Authorized Signature

Date

Printed Name

Title

*** Please return form to: Highland Park ISD Business Office
EMAIL: accountspayable@hpsid.org