



Boerne Independent School District
235 Johns Rd.
Boerne, Texas 78006

Automated Clearing House Agreement (ACH)
(PAYMENT BY ACH)

Boerne ISD is now offering payment by ACH direct deposit to all vendors to increase efficiency and improve the quality of services. Payments by ACH are deposited directly into your bank account. Please complete the form below and return to the Business Office by mail to address above, Attention: Purchasing or email to purchasing@boerneisd.net.

Original Request: _____ Change Request: _____ Termination Request: _____

Section 1- Vendor Information

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

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

Financial Institution Name:	
Financial Institution Address:	
Routing Number for ACH:	
Vendor's Bank Account Number:	
Type of Account:	Checking: _____ Savings: _____

Section 3 – Authorization

I authorize Boerne ISD to credit my account with the above-named financial institution. 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 to terminate. A new authorization form must be completed if the above-name bank account is closed, or if vendor wished to designate a new bank account to receive funds. Failure to notify Boerne ISD of a closed account will cause a delay in receiving payments.	
Print Name:	Title:
Signature:	Date:

To ensure accuracy, please attach a voided check for the above account. If a voided check is not attached, it is the responsibility of the vendor to ensure information is accurate. Incorrect information may delay receipt of funds.