



Instructions

1. Complete and sign this form.
2. Include voided check or bank letter (on bank letterhead).
3. Send completed and signed form by email to Accounting@usd259.net (use "EMAIL" button) or send via postal service to the address on this form.

Unified School District No 259
Accounting Department
903 S. Edgemoor, Rm. 207
Wichita, Kansas 67218-3337
Phone: 316.973.4628
Fax: 316.973.4554

AUTHORIZATION FOR ACH DEPOSIT OF SUPPLIER PAYMENT

Supplier Name _____ Tax ID # _____

Address: Street _____

City, State, Zip _____

Contact Name _____

Contact e-mail _____

(For payment remittance notification)

Complete this section for new enrollments or for financial institution or account changes:

Select one: New Enrollment Financial Institution or Account Change

Bank Name _____

Branch (if applicable) _____

City, State, Zip _____

ABA/Routing # _____

Bank Account # _____

(Include voided check or bank letter)

I, the undersigned, authorize Unified School District No 259 (Wichita Public Schools) to deposit payments directly to the checking account indicated above and to correct any errors which may occur from the transactions. I also authorize the financial institution named above to post these transactions to that account. This authorization will remain in force until USD 259 receives written notice of cancellation from me. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Signature _____ Date _____

Name (printed) _____ Title _____

Complete this section to **cancel** the authorization:

I, the undersigned, hereby cancel the authorization for USD 259 to originate ACH electronic deposit entries and/or correcting entries into my checking account. This cancellation is effective as soon as USD 259 has reasonable time to act upon it.

Signature _____ Date _____

Name (printed) _____ Title _____

Email the completed form to Accounting@usd259.net or mail to the address above.

For USD 259 use only

Supplier Number _____ Date Received _____ Date Processed _____ Initial _____