



Accounts Payable EFT (Direct Deposit) Information Form

Spring Independent School District has enabled the Electronic Funds Transfer (EFT) method of payment in order to increase efficiency and improve the quality of services to our vendors. If you are interested in having your funds paid through EFT, please complete the form below and return it to the Finance Office by fax (281) 891-6066, mail to the address above, Attention: Accounts Payable or email to accountspayable@springisd.org.

EFT (Direct Deposit) payments will post to bank accounts on Fridays.

If Friday is a bank holiday, EFT payments will post to bank accounts on the following Monday. If you choose to be paid by EFT, you will receive a remittance advice via email. It is the responsibility of the vendor to notify Accounts Payable if there is a change in banking information. For questions relating to EFT, please call (281) 891-6069.

I. Vendor Information

Vendor Name: _____

Vendor Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Vendor Contact Name: _____

Email Address: _____

(Email address will only be used to send the EFT remittance advice)

II. Bank Information

Name of Bank: _____

Bank ABA Number (routing number): _____

Vendor's Bank Account Number: _____ Checking Savings

Authorized Signer on Account: _____

Name & Title: _____ 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.

Spring Independent School District acknowledges that the information collected will only be used to facilitate the transfer of funds and for no other purpose.

SISD Use Only:

Vendor # _____ Entered by: _____ Date: _____