



## Keller ISD ACH/Direct Deposit Authorization

Keller ISD will begin offering payment by ACH direct deposit to vendors starting 10/1/25. 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 ACH direct deposit, please complete Sections 1-3 of the form below, sign in Section 3, and return to the Accounts Payable department by email at [accounts payable@kellerisd.net](mailto:accounts payable@kellerisd.net), by fax at 817-744-1261, or by mail 350 Keller Parkway, Keller, TX 76248, Attn: Accounts Payable.

If you have any questions regarding this document, or if you have a change in banking information, please contact Martha Cantu, Accounts Payable Supervisor at 817-744-1108.

### Accounts Payable Electronic Fund Transfer Agreement (EFT) (PAYMENT BY ACH)

#### Section 1- Vendor Information

Name:	
Address:	
City/State/Zip:	Phone:
Last 3 digits of Fed ID 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:	
Depositor Account Number:	
Type of Account:	_____ Checking _____ Savings

#### Section 3 – Authorization

I/We authorize Keller ISD to credit the above-mentioned depository and account number. If the district should erroneously deposit funds into my account, upon notification by the district, I/We 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 that it is to be changed or terminated.	
Name:	
Title:	
Signature:	
Date:	
Phone:	

☐ phone verification (office use only) \_\_\_\_\_