

August 8, 2014

Vendor Direct Deposit

Dear Vendor:

The Fort Worth ISD is improving our business processes, reducing costs and transitioning to a paperless environment. Effective the 2014-2015 school year, the Fort Worth ISD will process vendor payments via electronic funds transfer (EFT). These payments are deposited directly into a checking account specified by the vendor. As each payment is processed, an email will be sent to the email address provided on the EFT authorization form. The email will notify you that a deposit has been made to the account specified. There is no fee for this service and the benefits of receiving an EFT payment in lieu of a paper check include.

- Immediate cash access the day that payments are processed
- No risk of a paper check being lost or stolen in the mail
- Details for payment immediately accessible through automatic email

Please complete the enclosed EFT/Direct Deposit form, attach a voided check, or a direct deposit form from your financial institution, and return all forms to the FWISD Athletic Department. Should your EFT/Direct Deposit information change, a new form will need to be completed and forwarded to the FWISD Athletic Department.

FWISD Athletic Department – Wilkerson-Greines Activity Center
Attention: D. Denise Conley
Address: 5201 C.A. Roberson Blvd, Fort Worth, Texas 76119
Email: deryl.conley@fwisd.org
Phone: 817-531-6348
Fax: 817.413.3651

For questions, please email deryl.conley@fwisd.org or by phone at 817-531-6348.

Thank you for helping improve business efficiencies at Fort Worth ISD.

Sincerely,



ELECTRONIC FUNDS TRANSFER (EFT) VENDOR PAYMENT AUTHORIZATION

The Fort Worth ISD is improving our processes, reducing costs, and becoming more efficient. Therefore, we are pleased to inform you that we will process payments to our vendors via Electronic Funds Transfer (EFT), also called ACH or direct deposit. Payments are deposited directly into a checking or savings account specified by the vendor. EFT benefits include immediate cash access to payments the day they are processed, no risk of lost or stolen paper checks, and it's free. We encourage you to complete the electronic funds transfer authorization and return it to the Athletic Department for processing. Once it is received we will begin processing your vendor payments electronically.

Please complete this form and forward to:

FWISD Athletic Department – Wilkerson-Greines Activity Center

Attention: D. Denise Conley

Address: 1501 N. University Dr., Fort Worth, TX 76107

Phone: 817-531-6348 Email: deryl.conley@fwisd.org

Fax: 817.413.3651

Please check this box if this is an address or contact information change ONLY (banking information is the same).

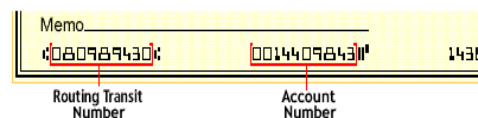
Vendor Name: _____ Taxpayer Identification Number (TIN): _____
 Phone Number: _____ Vendor Number: _____
 Email Address: _____ Fax Number: _____
 Vendor Address: _____ City, State, Zip: _____
 Company Website: _____ Email (for EFT Note): _____

Please fill in bank account information below for EFT/Direct Deposit payment:

New EFT Set-up Bank Change Account Type: Checking Savings

Bank Name: _____
 Bank Routing Number (9 digits): _____
 Account Number: _____
 Bank Address: _____
 City, State, Zip: _____
 Bank Phone: _____

Use this picture to help you find your account number and routing transit number. Although, sometimes banks have a different routing number for ACH (i.e., EFT) versus paper checks.



Authority is given to Fort Worth Independent School District ("FWISD") to make payments (initiate credit entries, or if necessary, debit entries/adjustments for any credit entries processed in error) to the account shown above through electronic funds transfer. This authority shall remain in full force and effect until FWISD receives written notification of a change.

Please return an original, completed form along with a VOIDED check, directly to the address above to initiate ACH processing setup. The voided check is used for verification of account and routing numbers only. You will be established as an ACH vendor and payment will be made via ACH upon completion of the bank verification process.

Name of Authorized Representative

Phone Number

Signature of Authorized Representative

Date



Fort Worth Independent School District – Athletic Department

FWISD DISTRICT EMPLOYEE OFFICIALS INFORMATION

All Fort Worth ISD District employees who work as officials for the Athletic Department are paid via the FWISD payroll. You will be paid monthly or semimonthly based on your current pay structure. There is no option to make changes to this process. It is very important that you provide accurate information so that your payments will not be delayed. If you have any questions or need additional information please contact D. Denise Conley at 817-531-6348 or via deryl.conley@fwisd.org. It is imperative that you put your employee identification number on the game reports that you work.

Date: _____

Name: _____

Current FWISD Position: _____

Employee ID Number: _____

Work Number: _____

Home Number: _____

Cell Number: _____