



Riverside School District 96

3340 S. Harlem Avenue - Riverside, IL 60546 | (708) 447-5007 | www.district96.org

Vendor ACH/Direct Deposit Authorization

1. Please Check One:

NEW Direct Deposit

CHANGE Direct Deposit

CANCEL Direct Deposit

2. Vendor/Payee Information

Name:

Address:

Contact Person's Name (if other than payee):

Telephone Number:

Email Address:

3. Financial Institution Information

Bank Name:

Bank Address:

Nine-Digit Bank Routing/Transit Number (ABA):

Name on Bank Account:

Bank Account Number:

Type of Account:

Checking

Savings

4. Approvals/Authorizations - I certify that the information provided on this form is correct, and I hereby authorize Riverside School District 96 to electronically deposit payments to the bank account designated above. It is my responsibility to notify Riverside SD96 AP (accountspayable@district96.org) immediately if I believe there is a discrepancy between the amount deposited to my bank account and the amount of the invoice(s) paid. I understand that I must notify Riverside SD96 AP in writing immediately of any changes in status or banking information. I understand that this authorization will remain in full force and effect until Riverside SD96 AP has received written notification requesting a change or cancellation and has had reasonable opportunity to act on it, which should take no longer than seven (7) to ten (10) business days. The accounts payable department can be reached at 708 447 7085.

Print Name: _____

Signature: _____

Date: _____

Important Information

Please return completed form via email: accountspayable@district96.org

For Office of Accounts Payable Use Only

Date Stamp - Received

AP Reviewed and Approved:

Date: