NORTHSIDE INDEPENDENT SCHOOL DISTRICT

ELECTRONIC FUNDS TRANSFER (EFT)
VENDOR PAYMENT AUTHORIZATION

In order to reduce costs, please sign up for Electronic Funds Transfer (EFT) payment setup. 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.

Please complete this form and email to: purchasing@nisd.net

Address: Purchasing Department
607 Richland Hills Dr, Ste 700
San Antonio, TX 78245-2149

Questions: Contact (210)397-8701 or email purchasing@nisd.net

teresita.gonzalez@nisd.net Fax:210-558-3876

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

Vendor Name:_____

Phone Number: _____

Contact Email Address: _____

Vendor Address: _____

City, State, Zip: _____

Company Website: _____

DUNS: _____

NISD Vendor Number: _____

Fax Number: _____

Email Address for POs:_____

Remit Information Preference (choose one):

☐ by Fax to (if different from above):
(___)_____-_____

☐ by Email. EFT Notification email (if different from above):

_____

Please fill in the bank account information below for EFT payment:

☐ New EFT Set-up ☐ Bank Change

Bank Name: _____

Bank Routing Number (9 digits): | | | | | | | | | |

Account Number:_____

Bank Address:_____

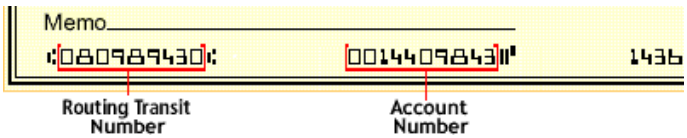
City, State, Zip: _____

Bank Phone:_____

Bank Point of Contact: _____

Account Type:
☐ Checking ☐ Savings

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 Northside Independent School District ("Northside") to make payments (initiate credit entries) to the account shown above through electronic funds transfer. This authority shall remain in full force and effect until Northside receives written notification of a change.

_____
Vendor's Printed Name

_____
Phone Number

_____
Vendor's Signature

_____
Date

Rev. 07/08/2021