



Brenham Independent School District

Business and Finance Department
711 E. Mansfield St., Brenham, Texas 77833
979-277-3700 Fax 979-277-3711

VENDOR ACH PAYMENT AUTHORIZATION FORM

1. Please Check One:

NEW ACH CHANGE ACH

2. Vendor/Payee Information

Name:

Address:

TIN/EIN or SSN:

Contact Person's Name:

Telephone Number:

Email Address:

3. Financial Institution Information

Bank Name:

Bank Address:

Name on Bank Account:

Bank Account Number:

Routing Number:

Type of Account: Checking Savings Personal Business

4. Approvals/Authorizations - I certify that the information provided on this form is correct, and I hereby authorize Brenham Independent School District, Business Office to electronically deposit payments to the bank account designated above. It is my responsibility to notify BISD Business Office at business@brenhamk-12.net or (979) 277-3700 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 the BISD Business Office in writing immediately of any changes in status or banking information. I understand that this authorization will remain in full force and effect until BISD Business Office has received written notification requesting a change or cancellation and has had reasonable opportunity to act on it, which should take no longer than ten (10) business days.

Print Name: _____ Signature: _____ Date: _____

Please return completed form via email: business@brenhamk-12.net