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 mail or fax to:

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

Fax: 210-706-8834

Email (questions): purchasing@nisd.net

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

Vendor Name: _____ Vendor Number: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Vendor Address: _____

City, State, Zip: _____

Company Website: _____

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

Account Type:
☐ Checking ☐ Savings

Bank Name: _____

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

Account Number: _____

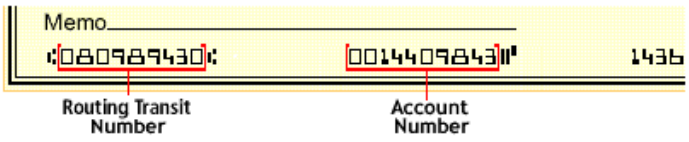
Bank Address: _____

City, State, Zip: _____

Bank Phone: _____

Bank Point of Contact: _____

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.

_____ _____
Name of Authorized Representative Phone Number

_____ _____
Signature of Authorized Representative Date

Rev. 02/24/2012