

To: All Vendors

Subject: Automated Payments through ACH

Yazoo City Municipal School District is pleased to announce the implementation of automated clearing house payments for all vendors. This process means that as a vendor, you can choose the option of receiving your invoice payment through ACH (Automated Clearing House). Using ACH, our payments to you will be deposited directly into an account specified by you. We trust that you will find this process beneficial, as payments will be received sooner than our current check process.

Please find an attached form requesting information needed to facilitate the process. Once we receive the completed form, our system will be updated with the information provided. As each payment is processed, we will send an email notifying you that a deposit has been made to the account you specified. It is imperative that the email notification is sent to the person who will use the information provided to credit our account with your company properly.

Please take a moment to complete the attached form. We need **all** information on the form to be completed. Once your information is received and processed, Automated payments will begin May 12, 2017. We hope that you choose to take advantage of this convenient and fast form of invoice payment. Please remember, this is not for wire transfers, but for ACH.

Please return the completed form to Keisha Boddy at [acctpayable@yazoocityk12.com](mailto:acctpayable@yazoocityk12.com), or via fax to 662-746-9210.

Should you have any questions, please do not hesitate to call 662-746-2125 x40.



# Yazoo City Municipal School District Excellence is our Expectation

1133 Calhoun Avenue  
Yazoo City, Mississippi 39194

**Dr. Darron L. Edwards, Ph.D.**  
Superintendent of Education

Telephone: (662) 746-2125  
Facsimile: (662) 746-9210

## AUTHORIZATION AGREEMENT FOR ELECTRONIC FUNDS TRANSFER ACCOUNTS PAYABLE

This authorization is to authorize **Yazoo City Municipal Schools** and the bank listed to deposit deposited to my account, I authorize **Yazoo City Municipal Schools** to direct the bank to return said funds. This authority will remain in effect until I have filed a new authorization.

CHECKING

SAVINGS

NAME \_\_\_\_\_ SS#/FEDERAL ID# \_\_\_\_\_

BUSINESS/EMPLOYEE NAME \_\_\_\_\_

BANK (OR OTHER DEPOSITORY) \_\_\_\_\_

ROUTING NO. \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

• PLEASE ATTACH A VOIDED CHECK OR LETTER FROM YOUR INSTITUTION VERIFYING ROUTING AND ACCOUNT INFORMATION FOR THE ACCOUNT TO BE CREDITED.

• **Find the RTN on a Check:** To find where the RTN (ABA) is located on a check, look at the example below.

