



Longview Independent School District
1301 E. Young St.
Longview, Texas 75602

(903) 381-2200
accountspayable@lisd.org

Longview ISD is now offering payment by ACH direct deposit to all Accounts Payable vendors. Payments by ACH are deposited directly into your bank account.

To elect your payment to be made by Electronic Funds Transfer through ACH, please complete Sections 1-3 of the form below, sign in Section 3, and return to the Accounts Payable department at Longview ISD ESC with a voided check or letter from your bank. Only original forms will be accepted. No emailed forms will be processed.

Accounts Payable Electronic Fund Transfer Agreement (EFT)

(PAYMENT BY ACH)

Section 1- Vendor Information

Name:	
Address:	
City/State/Zip:	Phone:
Last 3 digits of Fed ID or SSN (to verify vendor identification):	
Email Address for Notification of Deposit (required):	

Section 2 – Bank Account Information (contact bank ACH department for correct routing number)

Financial Institution Name:	
Financial Institution Address:	
Routing Number for ACH:	
Depositor Account Number:	
Type of Account:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

Section 3 – Authorization

I authorize Longview ISD to credit my account with the depository named above. If the District should erroneously deposit funds into my account, upon notification by the District I will authorize the necessary debit entries to correct the error, not to exceed the amount deposited in error.

This authorization will remain in effect until the district has received written notification from me that it is to be terminated.

Signature: _____ **Date:** _____

Longview ISD Internal Use Only

Date Entered: _____

Entered By: _____