

Castleberry ISD is now offering payment by ACH direct deposit to all Accounts Payable vendors. Payments by ACH are deposited directly into your bank account. A notification of the upcoming deposit is sent by email, with the same memo information that would appear on a check stub. If you would like 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 by email at [accounts payable@castleberryisd.net](mailto:accounts payable@castleberryisd.net), by fax at 817-738-1062, or by mail at 5228 Ohio Garden Rd., River Oaks Texas 76114.

**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):	
<b>Email Address for Notification of Deposit (required):</b>	

**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:	_____ Checking _____ Savings
Type of Account:	_____ Business _____ Personal

**Section 3 – Authorization**

I authorize Castleberry 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.	
<b>This authorization will remain in effect until the district has received written notification from me that it is to be terminated.</b>	
<b>Signature</b>	<b>Date:</b>