

VENDOR REQUEST FOR ELECTRONIC PAYMENT

Wheatland School District now offers **Direct Deposit (ACH) payment** to vendors. This method electronically deposits payment for goods and services in the bank of your choice. Payment remittance notifications for Direct Deposit (ACH) payments are normally available in bank statements but may also be provided at the time of payment to the email in the Primary Contact Information section.

If you are interested in receiving payment from Wheatland School District electronically, via the ACH format, please complete the following information and return to:

Wheatland School District
Attention: Melissa Begley/Accounts Payable
111 Main Street
Wheatland, CA 95692

Phone: 530-633-3130 Ext 1114
Fax: 530-633-4807
mbegley@wheatland.k12.ca.us

Vendor Name	
<i>Note: This must be the same as it would appear on your bank account.</i>	

Primary Contact Information	
Name:	
Phone:	
Fax:	
Remittance Email:	
Remittance Notification:	<input type="checkbox"/> Send payment notification to the above email address.

Banking Information		
Bank Name		
Type of Account:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<i>(Check only ONE)</i>
Routing/ABA Number:	<i>(9 Digits – all numbers)</i>	
Account Number:	<i>(All numbers)</i>	

Authorized by	
Name:	
Title:	
Signature:	

IMPORTANT NOTES:

- Any changes to the above vendor information, especially bank routing and account numbers, must be immediately provided to Wheatland School District Accounts Payable to insure prompt and accurate payment.
- Forms submitted with incomplete or illegible information will not be processed and payments will be made by conventional check until an acceptable form is provided.
- **Payments returned by the bank due to incorrect routing and account numbers or other erroneous information will be processed as a regular check.**

