



# Amarillo Independent School District

## Direct Deposit Authorization Form

<b>Section 1 – Payee Information (all information is REQUIRED)</b>			
Payee name	Phone number (    )		
Payment address	City	State	Zip code
Email address			

<b>Section 2 – Financial Institution Information (all information is REQUIRED)</b>			
Financial institution name	City	State	
Routing transit number (9 digits)	Customer account number	Type of account	
		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	

<b>Section 3 – Authorization for Direct Deposit Setup (REQUIRED)</b>		
<p>I authorize the Amarillo Independent School District to deposit by electronic transfer payments owed to me by the District and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. The District shall deposit the payments in the financial institution and account designated above. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of this form may be delayed or that my payments may be erroneously transferred electronically.</p> <p>I consent to and agree to comply with the National Automated Clearing House Association Rules and Regulations and the Amarillo Independent School District's rules about electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended or repealed.</p>		
Authorized signature <b>Sign here</b>	Printed name	Date

<b>Section 4 – Please return your completed form to:</b>
Amarillo Independent School District Accounting Department 7200 I40 West Amarillo, TX 79106  Email: <a href="mailto:kristy.romero@amaisd.org">kristy.romero@amaisd.org</a>  Fax: (806)354-4745 Questions: (806)326-1195