



Department of
Accounting Services

North East Independent School District

8961 TESORO DRIVE - SAN ANTONIO, TEXAS 78217

ATTENTION: ACCOUNTS RECEIVABLE

RE: DIRECT DEPOSIT PAYMENTS

In order to reduce costs and take advantage of any terms discounts offered by our vendors, North East I S D is pleased to offer ACH (direct deposit) payments to our vendors. There are many benefits to you for taking advantage of this automated method of receiving payments, including:

No Service Charge - Faster Payment - Avoid Theft and/or Fraud - Save Valuable Time - Environmentally Friendly - Immediate Cash Access - Email Notification of Payment Detail - Payments are deposited directly into your bank account.

We encourage you to take full advantage of ACH payments and sign up today! Here is how to get started: Complete the enclosed North East I S D Direct Deposit Form, **attach a voided check or letter from your financial institution verifying the account and routing numbers**, then email the forms to: Rebecca Carrasco at rcarra@neisd.net, or fax them to Rebecca's attention to (210) 804-7122 or mail to:

North East I S D
Attn: Rebecca Carrasco- Accounts Payable
8961 Tesoro Dr #207
San Antonio, TX 78217

North East I S D also offers payments by American Express and Visa, if you would like more information about these payment methods let us know and someone will contact you with the details. We look forward to providing you with this beneficial service.

Sincerely,

Rebecca Carrasco

Accounts Payable Compliance Technician- Office of Accounting Services

Finance & Accounting Services Division of Business Services

(210) 407-0520



North East Independent School District

8961 TESORO DRIVE – SAN ANTONIO, TEXAS 78217-6225

- Yes I would like to participate in your direct deposit program
 Please send me information on payments by American Express
 Please send me information on payments by Visa

If you checked “yes” above, please complete this form, **attach a voided check or bank verification letter** and return it by:

Email: Rebecca Carrasco at rcarra@neisd.net OR

Fax: Attention Rebecca Carrasco (210) 804-7122 OR

Mail: North East ISD
8961 Tesoro Dr., Suite 207
Attn: Rebecca Carrasco - Accounts Payable
San Antonio, TX 78217

Vendor Name: _____ Vendor # _____ (NEISD internal use)

E-mail Address **Required** _____ Contact Person: _____

Tax Identification Number/Social Security Number _____

Authorization for Direct Deposit: I hereby authorize the North East ISD Accounting Services Office to deposit all payments from NEISD to my financial institution electronically. I further understand and agree that NEISD will reverse any payments made to my account in error. I authorize NEISD to take any necessary action solely for the purpose of accomplishing any error reversal.

Authorized Signature: _____ (**Signature Required**)

Type of Account:

Checking Savings

Account Number _____

ABA Routing Number _____

Financial Institution Name _____

It is a requirement to attach a voided check or letter from your financial institution verifying the account and routing numbers

Use this to help find your bank account number and routing number.

