



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

## Charter School Direct Deposit (ACH Credits) Authorization Agreement

**Payment information will be provided to the charter school in the form of an e-mail notification.**

Attach a VOIDED check to verify bank details and routing number. **Upload completed form at least annually to Charter Tools benchmark titled "ACH Deposit Form, Vendor Record Form 1841 and W-9". (Do not fax or email confidential information)**

Charter School Name		School Number
Account Name (if different)		Federal Tax ID #
Accounts Receivable (AR) Contact	AR E-mail Address	AR Phone #

Financial Institution Name		Financial Institution Contact Phone #	
City	State	Zip	
Account #	Routing #		

Check action requested:

New     Update Existing     Cancel     No Changes

I certify that the information I provided is correct and that I am an authorized signer or designee of the account provided for direct deposit transactions. I certify that the bank account is held and controlled only by the Charter School and is held in the same legal name of the Charter School and I am entitled to provide this authorization. I hereby authorize The School District of Palm Beach County to initiate ACH (Automated Clearing House) credit entries to the account and financial institution listed above. I further authorize adjusting entries (reversals) to correct errors, if any. This authorization is to remain in full force and effect until The School District of Palm Beach County has received written notification from me of its termination in such time and manner as to afford The School District of Palm Beach County and the depository financial institution a reasonable opportunity to act on it.

I agree to hold The School District of Palm Beach County harmless for any delay or loss of funds due to incorrect or incomplete information provided on this form or due to an error on the part of my financial institution depositing funds to my account.

I acknowledge that the origination of ACH transactions to the above account must comply with the provisions of U.S. Law.

\_\_\_\_\_  
*Signature of active Charter School Governing Board Chair*      *Date*

\_\_\_\_\_  
*Print Name*