

Knox County Schools

Accounts Payable

Direct Deposit Authorization Form For Vendors

200 Daniel Boone Drive Barbourville, KY 40906

Contact Person: Marsha Barrett (606) 546-3157 ext. 2449

Date	Vendor Name (Payee)	Payee's Phone Number
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Payee's Remittance Address

Check the Appropriate Box---->

New Setup

Change Information

The Payee hereby authorizes the Knox County Board of Education to deposit payments/reimbursements directly to the account indicated below and to initiate, if necessary any debit entries and adjustments for any direct deposit errors made. The Payee understands that *it is the Payee's responsibility* to check the account on the next business day after receiving the payment advice to ensure that the account was properly credited. This authority will remain in effect until a new form is filed. The Knox County Board of Education **will not** be liable for Payee's bank charges resulting from problems associated with direct deposit such as: error in Payee provided bank information, or lack of Payee notification when a bank account is closed.

Payee Information

Payee's Employer ID, Social Security No, or Taxpayer ID	Signature of an Authorized Signor on the Account
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Payee's Email Address

Printed Name of Above Signature

Depository (Bank) Information

Checking

Savings

Depository (Bank) Name

Account Type (check one box)

Depository (Bank) Address

Depository (Bank) Phone Number

Transit/Routing Number (9 Digits)

Account Number

Disclosures

¹**PRIVACY AND NOTIFICATION** The principal purpose for requesting the information on this form is to verify the Payee's identity and set-up an account to receive direct deposits of non-payroll payments. Furnishing the Payee's name, address, and bank account information on this form is mandatory—failure to provide such information will delay or may even prevent the payment for which this form is being filled out.

Information on this form is used by the COMPANY's Accounts Payable Department for non-payroll payments.

² Pursuant to the Federal Privacy Act of 1974, the Payee is hereby notified that disclosure of the Payee's social security number is voluntary. The social security number is used to verify the Payee's identity. A Taxpayer ID is required if the Payee is not a student or employee of the COMPANY.

³ Please verify the correct Routing Number by calling the Payee's financial institution. The bank Routing Number may be different for electronic deposits than it is for manual deposits (the Routing Number shown on the Payee's deposit slip).

**ALL CHANGES TO DIRECT DEPOSIT INFORMATION WILL BE CONFIRMED BY PHONE
PRIOR TO OUR OFFICE INITIATING THE CHANGE
FORMS WILL NOT BE ACCEPTED BY EMAIL OR FAX- ALL FORMS MUST BE MAILED
ATTACH A VOIDED CHECK FOR THIS ACCOUNT AND MAIL TO THE ADDRESS ABOVE**