WAUNAKEE COMMUNITY SCHOOL DISTRICT

Click to Reset

VENDOR ACH INFORMATION

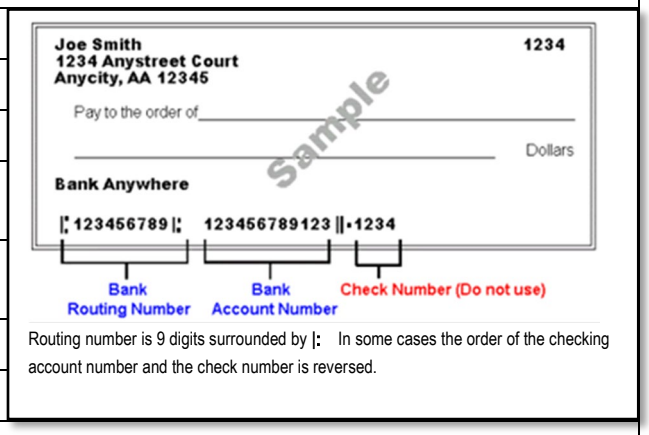
Check Appropriate Box: ❒ New Vendor ❒ Change Request

The Waunakee Board of Education has a policy which requires all payments be made via ACH (electronic) payments into a banking account. In order to process payment to you, please:

- ❒ complete **all** fields on this form. Missing information will delay payment.
- ❒ use black ink and type or **print clearly** to avoid errors
- ❒ submit both ACH and W9 forms

BAA Confirmation
❒
❒
❒

Please indicate the school/department you are working with (circle all that apply) 4K • Arboretum • Heritage • Prairie •Intermediate • Middle • High • Athletics • Food Service • Summer School Business Services • Curriculum • Human Resources • Maintenance • Special Ed • Superintendent • Technology		
Vendor Name: (must match W9)		
Estimated Annual Payment(s) (check one)	❒ Less than $5,000 ❒ $25,000+ ❒ $5,000 - $24,999	**Purpose of Payment** ❒ Service ❒ Reimbursement ❒ Product/Supply Order
Phone number:		
Email address : (used to send email notification of payment)	_____ @ _____ . _____	
Financial Institution:		
Routing Number:		
Account Number:		
Type of Account	(check one) ❒ Checking ❒ Savings	
	(check one) ❒ Personal ❒ Business	
Signature		
Printed/Typed Name		
Title (for businesses)		



Routing number is 9 digits surrounded by ⑆ In some cases the order of the checking account number and the check number is reversed.

Please submit all required vendor documentation following the instructions provided by the requesting school/department.

Please allow up to 10 business days for processing once completed documents are received.

If any of your vendor information should change, please submit new ACH and W9 forms to the applicable school/department.

Please direct questions to the building/department requesting this information.

Thank you!

FOR BUSINESS OFFICE USE
- ○ Confirm BAA Review
- ○ Vendor Rubric
- ○ 1099 Vendor Y N
- ○ ACH Entered
- ○ Attachment(s)
- ○ Confirmation to BAA

Rev. 08/02/2023