



<b>Vendor Name</b>	
--------------------	--

I, \_\_\_\_\_, hereby authorize The School Board of Broward County, to update the information for automatic deposits (credits) to my account at the financial institution named below (“New Account Information”). Additionally, I authorize The School Board of Broward County to make the necessary debit entries/adjustments in the event that a credit entry is made in error. Further, I agree not to hold The School Board of Broward County responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account. This agreement will remain in effect until The School Board of Broward County receives written notification of cancellation from me or my financial institution and that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

For validation purposes, enter current account information in the section below (“Original Account Information”)

ORIGINAL ACCOUNT INFORMATION		
<b>BANK/FINANCIAL INSITUTION NAME:</b>	<b>BRANCH/STATE:</b>	<b>ROUTING NUMBER</b>
<b>ACCOUNT NUMBER:</b> Checking      Savings	<b>REMITTANCE CONFIRMATION EMAIL:</b>	<b>FEDERAL IDENTIFICATION #</b> Tax ID      SS #

Provide the updated account information in the section below (“New Account Information”)

NEW ACCOUNT INFORMATION		
<b>BANK/FINANCIAL INSITUTION NAME:</b>	<b>BRANCH/STATE:</b>	<b>ROUTING NUMBER</b>
<b>ACCOUNT NUMBER:</b> Checking      Savings	<b>REMITTANCE CONFIRMATION EMAIL:</b>	<b>FEDERAL IDENTIFICATION #</b> Tax ID      SS #

Provide the contact information and authorized signatures for the individual(s) requesting this change

AUTHORIZED CONTACT FOR ACH CHANGES		
<b>CONTACT NAME</b>	<b>CONTACT TITLE</b>	
<b>PHONE</b>	<b>FAX</b>	<b>EMAIL ADDRESS</b>
<b>AUTHORIZED SIGNATURE (PRIMARY)</b>		<b>DATE</b>
By checking this box, I agree that I am authorized to make this change on behalf of this organization		
I have attached a voided check or bank letter to verify bank details and routing number		

**Submit Form To:**

- Submit the completed form and required attachments to [ACHRequests@browardschools.com](mailto:ACHRequests@browardschools.com)
- ALL fields are required. Incomplete forms cannot be accepted or processed.