



Dallas Independent School District
VENDOR CHANGE REQUEST FORM

3700 ROSS AVE BOX 65
DALLAS, TEXAS 75204
Fax: (972) 925-3568

PLEASE CHANGE THE FOLLOWING:			
	Name of Company (MUST ATTACH A W-9)		Fax #
	Street Address		Contact Person
	Remit to Address		Payment Method
	Telephone #		Certification Status

Vendor Number: _____

OR

Federal Employer Identification Number

Social Security Number (If individual)

*Vendor Name: _____

*Address: _____ City: _____ State: _____ Zip Code: _____

*Telephone: _____ Fax: _____

*Contact Person: _____ Email: _____

Payment Options (Check Box):

☐ **ePayables** (Immediate Payment)

☐ **Electronic ACH Payment** (Net 30 day)

(**ePayables requires the vendor to accept credit card payments. See Attached Information Sheet.**)

ACH Payment (Electronic Direct Payments)	
A voided (pre-printed) check must be attached	
Name on bank account	_____
ABA Routing Number	_____
Account Number	_____
Email address for EFT Remittance	_____
Contact person regarding ACH payments	_____
Contact Phone	_____

*Dated this _____ day of _____ 20____

*Signature _____ Title _____



Dallas Independent School District

ePayables

The Dallas Independent School District, is implementing Bank of America's ePayables solution, a convenient new payment option for our suppliers, and going forward would like to pay all future invoices with a Visa credit card.

Under this new option, we would like for you to keep our Visa card number on file. If you are unable to keep the card number on file you can elect to receive the card account information with each payment via secure email. Please continue to invoice us as per our current terms and conditions. Once we approve an invoice for payment, an electronic remittance advice will be sent to your company via email, along with approval to charge the card for the authorized net amount. The remittance advice will include statement-type information such as invoice numbers, date and amount for invoices.

The benefits to your company include:

- Saving time and money – reduces the labor, hassle, expenses, and risk associated with checks
- Enhancing cash flow – expedites the receipt of cash by eliminating mail and paper check float
- Requiring no change to current invoicing procedures
- Providing better control by eliminating the need to give out bank information for ACH payments
- Going green- paperless, electronic payments are more secure, save money and also help conserve the environment by eliminating printing and mailing paper checks

If you are interested in learning more about ePayables and its' benefits, please go to the following url in your web browser:

www.bankofamerica.com/epayablesvendors

Dallas ISD appreciates your products and services, and we look forward to providing your company with this more efficient payment option.