



Huffman ISD - Athletic Use Only

Vendor Change Request Form



Please Change the Following:

_____ Name of Company (Must attach W-9)	_____ Telephone Number
_____ Street Address	_____ Contact Person
_____ Remit to Address	_____ Payment Method

SSN/Federal Tax ID: _____
(required for vendor verification)

Phone Number: _____

Name: _____

Address: _____

EFT Payment (Electronic Funds Transfer)

To ensure accuracy, please attach a voided check for the account below. If a voided check is not attached, it is the responsibility of the vendor to ensure information is accurate. Incorrect information may delay receipt of funds. If your banking or contact information should change, please notify us immediately to ensure accuracy of payments. Huffman ISD acknowledges that the information collected will only be used to facilitate the transfer of funds and for no other purpose.

Type of Change: _____ New _____ Change _____ Cancel

Account Type: _____ Checking _____ Savings

Name on Bank Account

Name of Financial Institution

ACH Transit Routing Number (9 digits)

Account Number

Vendor Email address for EFT Remittance (you will not receive a remittance via US Mail):

Authorized Signature

Date

Printed Name

Title

The completed authorization form can be:
 Emailed to purchasing@huffmanisd.net
 Faxed to (281)324-4531
 Mailed to Huffman ISD, Attn: Purchasing, PO Box 2390, Huffman, TX 77336

Please direct questions to the Purchasing Department at purchasing@huffmanisd.net or Via phone: (281)324-7615