



# Huffman ISD

## Vendor Change Request Form



Please Change the Following:

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

Vendor Number: \_\_\_\_\_

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

**Vendor Name:** \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

Fax Number: \_\_\_\_\_

### 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**

**Email address for EFT Remittance:** \_\_\_\_\_

**Contact person regarding EFT payments:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

\_\_\_\_\_ **Authorized Signature**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Printed Name**

\_\_\_\_\_ **Title**

The completed authorization form can be:

Emailed to [purchasing@huffmanisd.net](mailto:purchasing@huffmanisd.net)

Faxed to 281-324-4531

Upload to Vendor Self Service - <https://selfservice.huffmanisd.net/mss/>

Mailed to: Huffman ISD, Attn: Purchasing, PO Box 2390, Huffman, TX 77336

Please direct questions to the Purchasing Department at [purchasing@huffmanisd.net](mailto:purchasing@huffmanisd.net) or Via phone: (281)324-7605