



**GARLAND INDEPENDENT SCHOOL DISTRICT**  
**VENDOR DIRECT DEPOSIT AUTHORIZATION**

**VENDOR INFORMATION:**

**VENDOR NAME:** \_\_\_\_\_

**VENDOR #:** \_\_\_\_\_

GISD INTERNAL USE ONLY

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

← SIGNATURE REQUIRED

**TIN/SOCIAL SECURITY NUMBER:** \_\_\_\_\_

**REMITTANCE E-MAIL REQUIRED:** \_\_\_\_\_ **CONTACT PERSON:** \_\_\_\_\_

☐ **1. AUTHORIZATION FOR DIRECT DEPOSIT** (attach a current bank account verification letter - required)

*I hereby authorize the Garland Independent School District Finance Office to deposit all payments from GISD to my financial institution (named below) electronically. I further understand and agree that GISD will reverse any payment made to my account in error. I authorize GISD to take any necessary action solely for the purpose of accomplishing any error reversal.*

**TYPE OF ACCOUNT** (choose only one)

**CHECKING** ☐

**SAVINGS** ☐

**ABA ROUTING NUMBER**

\_\_\_\_\_

**ACCOUNT NUMBER**

\_\_\_\_\_

**INSTITUTION NAME**

\_\_\_\_\_

☐ **2. CANCELLATION OF DIRECT DEPOSIT**

*I hereby cancel my prior authorization for direct deposit on my vendor payment. I understand that termination of such authorization may take up to 15 District business days from receipt.*

☐ **3. CHANGE OF FINANCIAL INSTITUTION OR ACCOUNT NUMBER OR ABA BANK ROUTING NUMBER**  
(attach a current bank account verification letter - required)

**TYPE OF ACCOUNT** (choose only one)

**CHECKING** ☐

**SAVINGS** ☐

**ABA ROUTING NUMBER**

\_\_\_\_\_

**ACCOUNT NUMBER**

\_\_\_\_\_

**FINANCIAL INSTITUTION NAME**

The diagram shows a check with the following fields highlighted and labeled:

- Routing Number:** 123456789
- Account Number:** 987654321
- Check Number:** 1035

Mail completed form and bank account verification letter to: Garland ISD, P.O. Box 461228, Garland, TX 75046  
or E-mail documents to: Finance@garlandisd.net

Prior to updating the vendor profile, the District will require verbal confirmation of the banking information using the contact number listed in the District's iSupplier system.

01/16/2026