

WINTHROP HARBOR SCHOOLS

LAKE COUNTY • DISTRICT NO. 1
500 NORTH AVENUE • WINTHROP HARBOR, ILLINOIS 60096
(847) 731-3085 • (847) 731-3156 FAX

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Dear Valued Vendor,

Winthrop Harbor School District is now making Direct Deposit available to all of our vendors and suppliers. If you prefer to continue doing business with payments by check, please disregard this letter.

In lieu of receiving a check for goods and/or services provided to Winthrop Harbor School District, your company's payment will be sent via electronic transfer and automatically credited to your account at your financial institution. The Direct Deposit program has proven to be an efficient and cost effective way for making payments, increasing payment security and for eliminating the 2 to 3 day mail time. In addition, funds are credited and available to the recipient without the need for making manual deposit. You would still invoice us as usual; however, once the invoice is approved and processed for payment, an electronic remittance would be emailed to your company and your bank account would be credited.

To sign up for Direct Deposit, please fill out the attached enrollment form. The information requested on the form is necessary to establish accurate electronic records for ACH payments, and will enable us to make timely, accurate transfers to your financial institution.

Adhering to the following instructions will ensure successful implementation of your company's payments via ACH/Direct Deposit:

- To receive payment electronically from Winthrop Harbor School District, please complete the Direct Deposit Enrollment Form. The form is included with this letter or can be accessed and downloaded from our web site: <http://whsd1.org>. You may also contact Julie Lippeth in the District Office at 847-731-3085 or jlippeth@sta.whsd1.org and request a copy of the Direct Deposit Enrollment Form.

The complete the Direct Deposit Enrollment Form along with a voided check should be mailed to:

Winthrop Harbor School District #1
Attn: Julie Lippeth
500 North Avenue
Winthrop Harbor, IL 60096

We appreciate your business and look forward to providing your company with these more efficient payment options.

Sincerely,

Julie Lippeth
Bookkeeper

DIRECT DEPOSIT ENROLLMENT FORM

Owner / Agent: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Remittance Email: _____

(this is required for deposit notification)

Employer Identification Number / Social Security Number: _____

AUTHORIZATION:

- I hereby authorize Winthrop Harbor School District to initiate credit entries for vendor / school district payments to my account with the financial institution I have listed.
- I have enclosed an actual or copied voided check or documentation showing that I am the holder or authorized personnel of the checking or savings account.
- I understand direct deposit will continue until Winthrop Harbor School District terminates it for any reason or until Winthrop Harbor School District receives written notice of termination from me in such a time and manner as to afford Winthrop Harbor School District a reasonable opportunity to act on such request.

Signature of Owner or Authorized Account Personnel

Date

Account Type: ___ Checking ___ Savings

Name on Account _____

Bank Name _____

Account Number _____

Bank Routing # _____

Bank City / State _____

NAME
ADDRESS
CITY, STATE, ZIP

0123
01-23456789

DATE _____

PAY TO THE ORDER OF _____ \$ _____

DOLLARS

BANK NAME
ADDRESS
CITY, STATE, ZIP

FOR _____

⑆0⑆2345678⑆ 0⑆234567890⑆23⑆ 0⑆23

Bank Routing Number Bank Account Number Check Number

Return Complete Form:
Winthrop Harbor School District #1
Attn: Julie Lippeth
500 North Avenue
Winthrop Harbor, IL 60096
Email: jlippeth@sta.whsd1.org or Fax: 847-731-3156