



KAMEHAMEHA SCHOOLS®

Aloha Supplier:

To take advantage of our ACH method of payment, please complete this form and mail, fax, or e-mail it to us with your signature approving the deposit of funds into your account. This form will be kept on file at Kamehameha Schools for auditing purposes and serves as our authorization to make deposits in your preferred bank account.

When Kamehameha Schools pays you via ACH, you will receive an email notification to the email address specified below with invoices paid and total dollars credited. The deposit should appear in your bank within two business days.

In order to receive your funds, you must provide us with the following information:

A. Bank Name	_____
B. Bank Branch	_____
C. Bank Deposit Account Number	_____
D. Account Type	_____
PLEASE ATTACH A COPY OF A VOIDED CHECK OR A LETTER FROM YOUR FINANCIAL INSTITUTION FOR VERIFICATION PURPOSES	Business or Personal _____
	Checking or Savings _____
E. Bank Routing Number	_____
	<u>MUST BE 9 DIGITS</u>
F. Name on Bank Account	_____
G. Company Contact Name	_____
H. Company Contact Telephone	_____
I. Email for Payment Notification	_____

I hereby authorize Kamehameha Schools to make ACH payments to our company using the information I have provided above.

Print Name

Signature

Title

Date

If you have any questions or concerns, please contact Kyle Kimura, AP Manager at 808-534-8391.

Mahalo for your continued support,

KELI'I ANDERSON
Controller
Kamehameha Schools

PLEASE RETURN TO:	Email: vendorpayments@ksbe.edu
	Mail: Kamehameha Schools Accounts Payable - ACH Enrollment PO Box 3466 Honolulu, HI 96801
	Fax: 808-541-5352