



Dear Valued Vendor:

Raytown Quality Schools is in the process of transitioning all payments made by paper check to electronic payments. Raytown Quality Schools has decided to make this transition to provide both the district and the district's suppliers with reduced check fraud chances, better cash management and improved controls. Please review the below options and return the necessary documents.

**The deadline for this transition is January 1<sup>st</sup>, 2019.**

Option 1: Electronic payments via ACH. Remittance information will be sent via e-mail to the address you specify on the ACH form. The remittance e-mail will contain the invoice details as well as date the funds will be deposited into the account listed on the ACH form.

Option 2: Visa Payables. Visa Payables program works by sending an e-mail with a secure link that provides credit card and invoice remittance details to the e-mail address you specify upon enrollment. This e-mail is generated once an invoice is processed for payment. Vendor then uses the information provided in the secure link to process the credit card payment.

Please review both options and return the corresponding attached form for the option desired.

Forms can be returned to the Finance office via the e-mail or fax number listed below or to our office located at the address below.

Raytown Quality Schools – Finance Dept

[financegroup@raytownschools.org](mailto:financegroup@raytownschools.org)

fax: 816-268-7063

6608 Raytown Rd  
Raytown, MO 64133

Thank you,

Dr. Steve Shelton

Associate Superintendent of Operations



**Consolidated School District # 2**  
**financegroup@raytownschools.org**

As a payment option, Tc{ vqy p'S wcrly{ 'Uej qqm offers payees the opportunity to receive future payments electronically, rather than by check. Your payments will be deposited into the checking account of your choice. In addition to having the money deposited electronically, you will also be notified of the deposit by e-o ckl0 The e-mail will provide you with all the information that would normally be on your check stub. To receive payments electronically, you must print, complete this form, attach a voided check qt 'c'rgwt 'lt qo "{ qwt 'hpcpelcn kpwkwqp"and return both to the g/o cknabove.

Payee Information	
Payee Name:	SSN or Federal ID #:
Remit Address(es) for applicable accounts:	

Bank Information	
Bank Name:	
Name on Account:	
Account #:	
Routing #:	

**E-MAIL ADDRESS for payment notification.**

<input type="checkbox"/> E-mail Address:	
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Name(s): \_\_\_\_\_ Title: \_\_\_\_\_  
*Please print*

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

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



## VISA PAYABLES

### How it Works:

Upon enrolling, you will be directed to access a secure website to obtain the credit card account which you will use for future payments. In the future, you will receive an automated remittance notification email alerting you of the amount to charge and other pertinent details of the transaction.

### To Enroll:

To enroll in this new payment arrangement, please have an authorized company representative complete the below fields for each appropriate remittance address and email your acknowledgement to [financegroup@raytownschools.org](mailto:financegroup@raytownschools.org)

Company Name:	
Remittance Address:	
City:	
State:	
Zip Code:	
Contact Name:	
Contact Title:	
Contact Phone:	
Remittance Email(s)*:	
CVV2 Required:	[Yes] [No] <a href="#">What is this?</a>

\*This is either a Receivable Department email or designated person to process card transaction payments.

**We are targeting to transition our vendors to Visa Commercial Card payments by January 1<sup>st</sup>, 2019.**