



**Mundelein School District75**  
470 N. Lake Street Mundelein, IL 60060  
Email: [accountspayable@d75.org](mailto:accountspayable@d75.org)

## Request to Add Vendor Form

Please complete **all sections** and email to [accountspayable@d75.org](mailto:accountspayable@d75.org).

Parent Company Name: \_\_\_\_\_

Doing Business As (dba) Name: \_\_\_\_\_

Order Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Remittance Information

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent Company Tax ID# \_\_\_\_\_

D/B/A Federal Tax ID/Social Security #: \_\_\_\_\_

The District is required to track and report payments to minority owned businesses, female owned businesses, and businesses owned by persons with disabilities. If applicable, please certify that the vendor is doing business as:

### MINORITY CODE - PLEASE SELECT ONE:

☐ Minority Owned    ☐ Female Owned    ☐ Owned by Persons w/ Disabilities    ☐ Not Applicable

### TYPE OF ENTITY - PLEASE SELECT ONE:

☐ Individual/Sole Proprietor    ☐ Proprietor Partnership    ☐ Corporation    ☐ Other: \_\_\_\_\_

Submitted By: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Company's W-9 must accompany this form for IRS purposes.

#### DEFINITIONS:

"Minority owned business, female owned business, and business owned by a person with a disability" means a business concern which is at least 51% owned by one or more minority persons, females, or persons with a disability; or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons, females, or persons with a disability; and the management and daily business operations of which are controlled by one or more of the minority females, or persons with a disability who own it. (30 ILCS 575/2)

"Minority person" shall mean a person who is a citizen or lawful permanent resident of the United States and who is: (a) African American - a person having origins in any of the black racial groups in Africa; or (b) Hispanic - a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race; or (c) Asian American - a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands; or (d) Native American or Alaskan Native - a person having origins in any of the original peoples of North America. (30 ILCS 575/2)

"Female" shall mean a person who is a citizen or lawful permanent resident of the United States and who is of the female gender. (30 ILCS 575/2)

"Person with a disability" means a person who is a citizen or lawful resident of the United States and is a person qualifying as being disabled, where "Disabled" means a severe physical or mental disability that: (a) results from: amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, musculoskeletal disorders, neurological disorders, including stroke and epilepsy, paraplegia, quadriplegia and other spinal cord conditions, sickle cell anemia, specific learning disabilities, or end stage renal failure disease; and (b) substantially limits one or more of the person's major life activities. Another disability or combination of disabilities may also be considered as a severe disability for the purposes of item (a) if it is determined by an evaluation of rehabilitation potential to cause a comparable degree of substantial functional limitation similar to the specific list of disabilities listed in this definition. (30 ILCS 575/2)



# Mundelein Elementary School District 75

## Vendor Electronic Payments Request (ACH)

Mundelein Elementary District 75 is pleased to announce a new service to our Accounts Payable vendors.

Effective immediately, we are going green. We will no longer be issuing paper checks. In order to do or continue to do business with Mundelein School District 75 you will need to complete the attached form for ACH. ACH payments are widely viewed as more secure, less costly, and more efficient than paper checks. The US Treasury uses ACH payments for social security and other payments.

Signing up for Vendor Automated Clearing House (ACH) payments will provide many benefits:

### **Faster Payments**

ACH payments can be credited to your account in less than three business days. Payments made through the U.S. Postal Service can take seven to ten days. Banks do not hold ACH payments like they do checks. Your funds are available as soon as the ACH payment is credited to your account.

### **Fewer Hassles**

ACH payments eliminate the need for paper checks and envelopes as well as the fuel and energy used to prepare and deliver checks. Your ACH payment cannot be lost in the mail or sent to an outdated address. You'll receive immediate notification of each ACH payment (with remittance detail) sent to the email address you provide. You will save time by not traveling to the bank or waiting in lines to deposit your check.

Please complete the back of this letter and return to:

Mundelein Elementary District 75 | 470 North Lake Street | Mundelein, Illinois 60060  
| Attention: Account Payable.

If you have any questions, please contact Amanda Parola at (847) 949-2200 ext. 1260 or [accountspayable@d75.org](mailto:accountspayable@d75.org). Thank you.

## ACH AUTHORIZATION FORM

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Company Name

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Federal Tax ID# or SS#

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Company Address

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Email Address

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Bank Name

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Bank Address

Please attach a voided check only (deposit slips are not acceptable)\*

\*If you do not issue checks on the designated account, a letter from your financial institution is required. The letter must be on bank letterhead, signed by a bank representative and include full ACH instructions.

I certify the depository information listed above is accurate and I authorize Mundelein Elementary District 75 to issue payments electronically via ACH.

I understand this authorization remains in effect until cancelled by the Payee/Vendor or Mundelein Elementary District 75. I authorize Mundelein Elementary District 75 to recover money electronically deposited in error by debiting my account or by adjusting future payments. I understand I will be notified if an error does occur. Illinois law governs electronic funds transactions authorized by this agreement in all respects except as otherwise superseded by federal law.

Signature must be that of an authorized representative. Owner agrees to give at least thirty (30) days advance written notice of any change in the payment instructions shown above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone #: \_\_\_\_\_