



SPECIAL SCHOOL DISTRICT # 1
ACCOUNTS PAYABLE DEPARTMENT
807 NORTHEAST BROADWAY
MINNEAPOLIS, MN 55413
Phone: 612-668-0380
Email: accounts.payable@mpls.k12.mn.us

Please complete the following information so that we can set up ACH:

Vendor Name _____

Remit to Address for ACH Stub _____

Remittance email address _____

Bank Name _____

Bank Routing Number _____

Account Number _____

Contact Name _____

Phone Number _____

Email Address _____

Signature _____

Please send completed form back to the Accounts Payable Department at Minneapolis School District

Allow 2 to 3 weeks for processing. You will receive ACH remittances instead of checks when the setup is complete.

If you have questions, please contact Audrey at 612-668-0381.

Thank you!

MPS use only Vendor #
