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Disbursement Direct Deposit/E-Payment Form

Use this form to allow KTS to issue electronic payments to vendors via direct deposit. We must have all the information listed below to issue a payment. This form is to setup the method of payment. A regular or recurring disbursement form must be filled out in order to issue a payment.

KTS Acct #: Member Name: Date:

Payee/Recipients Banking Information

Payee/Recipient Name:

Address:

Bank Acct Number:

Routing Number (9 Digits):

Important document requirements listed below.

KTS will not setup a direct deposit payment without one of the following documents.

- 1: A copy of a voided check with the name and address of the payee/recipient.
2: A letter from the bank showing the payee/recipients name, address, and banking information.

The name and address on the document must match the information on the invoice or bill being presented for payment.

Please note that most large vendors such as mortgages, credit cards, electricity, gas, phone service, cable, water etc., are already being paid via e-payment as they are part of a large electronic payment network. This is meant for smaller vendors, private people, landlords and other similar vendors.