



## INSTRUCTIONS FOR VENDOR DIRECT DEPOSIT

*Under Ch. 559, Government Code, you are entitled to review, request, and correct information we have on file about you, with limited exceptions in accordance with Ch. 552 Government Code. To request information for review or to request error correction, contact us at the address listed on the form.*

**Alterations to the information you provide must be initialed.**

Section 1: Select the appropriate transaction type(s).

Section 2: Provide the Social Security Number (SSN) or Employer Identification Number (EIN) and complete the other fields. If an email address is not provided, direct deposit will not be setup. Electronic remittance advice is communicated via the email address provided.

Section 3: Completion by financial institution is recommended.

**IMPORTANT:** Your direct deposit account information may be different from the account information printed on your checks. It is recommended that you contact your financial institution to confirm your direct deposit account information.

Section 4: Must be completed in its entirety, and no alterations to the authorization language will be accepted.

Section 5: If you receive state payments by direct deposit which are forwarded from a United States financial institution to a financial institution outside the United States, please contact The Texas Engineering Experiment Station at 979.458.7438.

**Please submit your completed form to:  
TEES Fiscal Office, Attn: Vendor Setup Group  
1470 Wm D Fitch Pkwy, College Station, TX 77845-4645  
or by fax 979.458.7464**