Texas A&M Engineering Experiment Station Vendor Direct Deposit Authorization

This form may be used by non employee vendors or individual recipients. For further instructions see page 2.

TI	RANSACTION TYPE	ALL INFORMATION REQUIRED UNLESS OTHERWISE NOTED			
SECTION 1	New setup (Sections	2, 3, 4, 5)	Change account type	(Sections 2, 3, 4, 5)	
	Change financial institution (Sections	2, 3, 4, 5)	Cancellation	(Sections 2, 4)	
SEC	Change account number (Sections	2, 3, 4, 5)			
PAYEE IDENTIFICATION					
SECTION 2	Social Security (SSN) or Employer Indentification Nur (no dashes)	mber (EIN)			
	Payee name (Business/Individual)		Phone n	umber	
			()	ext.
	Mailing address	City		State	Zip code
	Email address (required)				
FINANCIAL INSTITUTION (Completion by financial institution is recommended.)					
	Financial Institution Name		City		State
SECTION 3					
	Routing transit number (9 digits) Customer account number (maximum 17 characters)				
	Type of account Checking Savings				
	Financial representative name (Optional)		Title (Optional)		
	Financial representative signature (Optional)	Phone number (Opt	tional)	Γ	Date (Optional)
		()		ext.	
AUTHORIZATION FOR SETUP, CHANGES OR CANCELLATION					
SECTION 4	I authorize the Texas Engineering Experiment Station to deposit my payments to my financial institution electronically. I understand that the Texas Engineering Experiment Station will reverse any payments made to my account in error.				
	I further understand that the Texas Engineering Experiment Station will comply at all times with the National Automated Clearing House				
	Association's Rules. For further information on these rules, please contact your financial institution.				
	Authorized signature			[Date
	Sign .				
	here				
INTERNATIONAL PAYMENTS VERIFICATION (required)					
C 5	Will these payments be forwarded to a financial institution outside the United States?				

Please return 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

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