

Vendor Direct Deposit Authorization Form Instructions For Independent School Districts and Education Service Centers

1. Section 1: Transaction Type

Check the appropriate box for a New Setup or Change (Depending on type; see form).

2. Section 2: Payee Identification

- Make sure to check the box for Vendor or other recipient.
- Enter the federal Employer Identification Number (EIN) in the grey blocks. This number is used to establish your Vendor Identification Number (VIN) with the state comptroller. The VIN is required for the State of Texas to process a payment.
- In the Payee name field, enter the name of the district or education service center.
- Enter the business phone number for the district or the education service center.
- Enter the mailing address for the district or the education service center.

3. Section 3: New Account Information (Setups and Changes)

Your financial institution **must** complete the data in this section. Each independent school district or education service center must have a unique direct deposit account. Only one direct deposit account can be established for each independent school district or education service center (all payments from the Texas Education Agency (TEA) will be paid to this account).

4. Section 4: Existing Account Information (Changes Only)

Complete section 4 if you are changing an existing account.

5. Section 5: International Payments Verification

Complete section 5.

6. Section 6: Authorization for Setup, Changes or Cancellation

The superintendent's or executive director's original signature, printed name, and date are required.

After Sections 1 through 6 are complete, keep the original, signed form for your files and import this document through the TEA Secure Environment (TEASE) Audit Application. Instructions are on the link titled Electronic Submission of Depository Contract Files – Depository Contracts Electronic Submission Process.

If you have any questions regarding direct deposit or the vendor Direct Deposit Authorization form and instructions, please contact Tammy Davis in the TEA Accounting Division at (512) 463-5585.