

# Vendor Direct Deposit Authorization Form Instructions For Charter Schools

## 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

- Check the box for Vendor or other recipient
- Enter the **Sponsoring Entity's Federal Employer Identification (FEI) number** between the grey blocks. This number is used to establish your Vendor Identification Number (VID#) with the State Comptroller. The VID# is required for the State of Texas to process a payment.
- Enter the name of the **Sponsoring Entity** and if applicable, **dba Charter School Name**.
- Enter the business phone number for the charter school.
- Enter the **mailing address** for the charter school.
- 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 charter school must have a unique direct deposit account. Only one (1) direct deposit account can be established for each charter school (all payments from the Texas Education Agency 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 (required)

Complete section 5.

## 6. Section 6: Authorization For Setup, Changes or Cancellation

Superintendent'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.

Please contact Elsa Dominguez in the Division of Financial Compliance at (512) 463-7652 for any questions regarding the depository contract for the charter school. If you have any questions regarding direct deposit or the Vendor Direct Deposit Authorization form and instructions, please contact Nelda Eisenbeck in the TEA Accounting Division at (512) 463-9191.

**Important Note:** All charter schools under the same Charter Holder/Sponsoring Entity should have the same FEI number and each individual charter school will be established with its own unique mail code and unique direct deposit bank account number. The State Comptroller does **NOT** allow the same bank account number to be established for more than one mail code under a single FEI number.