



## **INSTRUCTIONS FOR NEW SETUP DIRECT DEPOSIT/ADVANCE PAYMENT NOTIFICATION AUTHORIZATION FORM**

### **SECTION 1: VENDOR/PAYEE INFORMATION**

**Texas Identification Number: (Payee Number, SSN or EIN)**

Enter your 11-digit Texas Identification Number or your 9-digit Social Security number (SSN) or Employer Identification Number (EIN).

**MAIL CODE (Optional)**

Enter your 3-digit mail code address identifier if known.

**VENDOR CONTACT NAME (Required for Vendor)**

Enter the name of the person that can be contacted for assistance as needed.

**TITLE**

Enter the title of the VENDOR CONTACT.

### **SECTION 2: FINANCIAL INSTITUTION INFORMATION**

**Section 2 is recommended to be completed by a financial institution.**

**NOTE:** Alterations to routing, account number and/or type of account must be initialed by the financial institution representative or the payee.

### **SECTION 3: AUTHORIZATION FOR DIRECT DEPOSIT SETUP**

The individual authorizing the direct deposit setup must sign, print their name and date the form.

### **SECTION 4: AUTHORIZATION FOR ADVANCE PAYMENT NOTIFICATION SETUP**

Receiving your state payments by direct deposit also enables you to take advantage of our Advance Payment Notification option. Notifications can be sent by e-mail or FAX, and provides one (1) business day advance notice prior to your payment posting to your bank account. You may also choose to have your payment remittance information included. To sign-up simply complete Section 4.