

INSTRUCTIONS FOR VENDOR DIRECT DEPOSIT AUTHORIZATION

SECTION 1: Check the appropriate box(es)

- **NEW SETUP** - If payee is not currently on direct deposit with Texas A&M University-Commerce.
 - a. Complete Sections 2, 3, & 4
 - b. Section 4 is recommended to be completed by financial institution.
- **CANCELLATION** - If payee wishes to stop direct deposit.
 - a. Payee completes Sections 2, 3 & 5
- **CHANGE FINANCIAL INSTITUTION**
 - a. Payee completes Sections 2, 3, & 4
 - b. Section 4 is recommended to be completed by financial institution.
- **CHANGE ACCOUNT NUMBER**
 - a. Payee completes Sections 2, 3, & 4
 - b. Section 4 is recommended to be completed by financial institution.

SECTION 2: PAYEE IDENTIFICATION

- Item 1** Leave the shaded boxes blank if you do not have your 11 digit Comptroller Payee Identification Number. A&M-Commerce will provide the information to be entered in the shaded boxes. Enter your 9-digit Social Security number or your Federal Employer's Identification (FEI) number.
- Item 2** Please provide e-mail address for invoice/payment information.

SECTION 3: AUTHORIZATION FOR SETUP, CHANGES OR CANCELLATION

Items 7, 8, & 9 The individual authorizing must sign, print their name and date the form.

NOTE: No alterations to item 9 in this section will be allowed.

SECTION 4: FINANCIAL INSTITUTION

Section 4 is recommended to be completed by a financial institution

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

SECTION 5: CANCELLATION OF DIRECT DEPOSIT

Section 5 must be completed to cancel direct deposit.

SECTION 6: A&M-COMMERCE BUSINESS OFFICE USE (Office use only)

Section 6 will be completed by Texas A&M University-Commerce.

If the direct deposit instructions need to be updated or cancelled, please be sure to fill out the appropriate sections and resubmit this form to Texas A&M University-Commerce.

Accounts Payable, PO Box 3011, Commerce, TX 75429-3011 903-886-5227