Direct Deposit Authorization Submission Process

Direct Deposit Authorization Electronic Submission

- The Direct Deposit Authorization will be submitted as PDFs through the TEA Secure Environment (TEAL) Audit application.

- There will be two sections, one for ISDs and one for Charter Schools.

- School users will only be able to submit a file.

- School users will <u>not</u> be able to view submitted Direct Deposit Authorization files.

TEAL Audit Roles

The users who will be submitting the Direct Deposit Authorization will have to apply for one of the roles listed below:
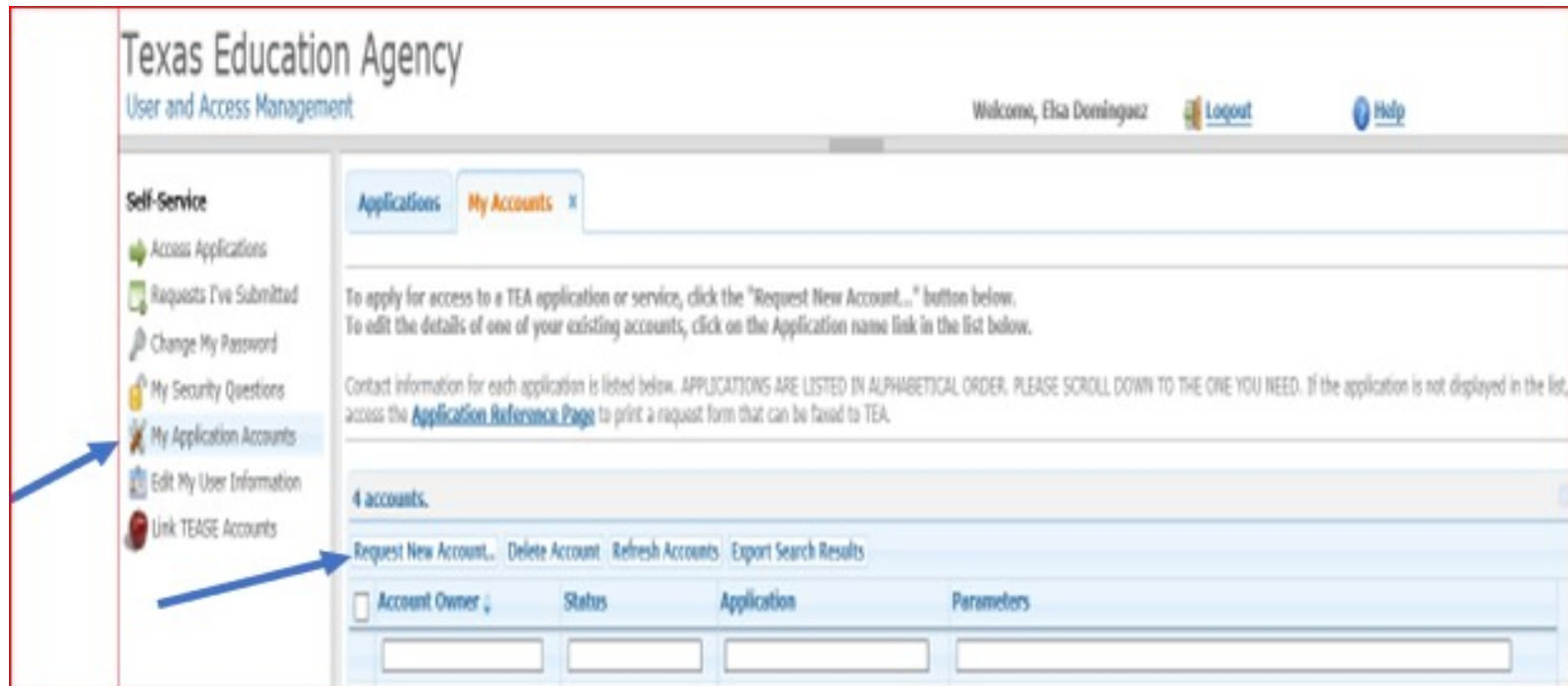
- **ISD AFR and Depository Contract User** – Submits AFR and direct deposit authorization

- **Depository Contract User** - Submit only direct deposit authorization

TEAL - Audit application roles

- If you do not have a TEAL account please refer to the *TEA Secure Applications Information* web page located in the header of the TEA website.

- If you have an existing TEAL account **with** the *Audit* application account, but do not have Depository Contract access you will have to modify your existing account.

- If you have an existing TEAL account but **do not** have access to the *Audit* application you will have to request to add access.

- Requests to add or modify an *Audit account* are similar.

Select the appropriate role

- Login to your existing TEAL account.
- Select the button labeled, "My Application Accounts".
- Select "Request New Account" or "Audit" if it is on your account listing.

- Select, "Add Access" or "Modify Access" from the Accesses horizontal list.

- After selecting the appropriate role, select "Done".

- Select "Save Changes".

Request and Approval Cycle of TEAL Application

1. Request is submitted through the TEAL.

2. The superintendent will receive an email notifying them of pending TEAL request.

3. Superintendent has five (5) days to approve/dis-approve "pending activities" in their TEAL application.

4. The Financial Compliance Division will receive an email notifying them of pending TEAL request.

5. The Financial Compliance Division has five (5) days to approve/dis-approve "pending activities" in their TEAL application.

ISD Direct Deposit Authorization PDF File Naming Conventions

999999 = the school district's county-district number

VDDA = vendor direct deposit authorization form

Vendor direct deposit authorization form (only if there is a change in bank information): 999999VDDAx

X = the last digit of the effective year

Example:

Fiscal year 2020-2021: use **1** for x in your file naming convention.

Direct Deposit Authoriztion Electronic Submission

- Select "IMPORT Depository Contracts" from menu, then click on "Display"

What Year should I choose to upload my Direct Deposit Authoriztion documentation?

- **Independent School District**:

  Upload the direct deposit authorization form to current
  year from drop down list.

What Year should I choose to upload my Direct Deposit Authorization documentation?

Example:

Direct Deposit Authorization Import Utility - ISD
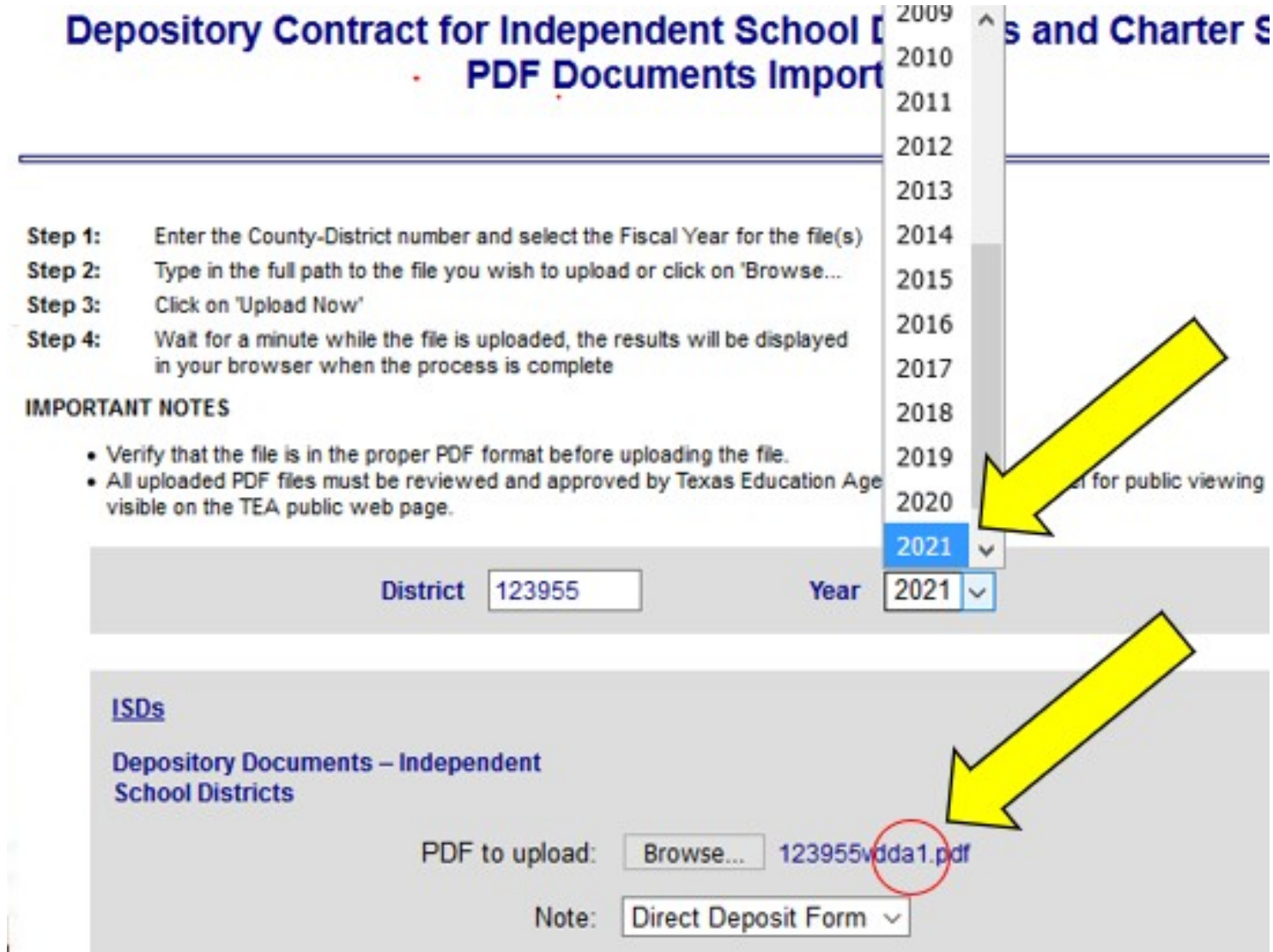
<u>ISDs</u>

Depository Documents – Independent School Districts

PDF to upload: | Choose File | No file chosen

Note: | --Choose a Note-- ▾ |

Depository Documents PDF File naming convention:

999999 = the school district's county-district number
DC = depository contract
DCE = depository contract extension
VDDA = vendor direct deposit authorization form
SB = surety bond
X = the last digit of the effective year of the contract or contract extension (for example, contracts and contract extensions are effective for 2 years. For 2015-2017, please use the number 7)

Please submit the following documents that are applicable:

Depository contract for funds of Independent School Districts: 999999DCx
  (Example: 999999dc7)

Vendor direct deposit form (only if there is a change in bank information): 999999VDDAx
  (Example: 999999vdda7)

The Texas Surety Bond Form (if applicable): 999999SBx
  (Example: 999999sb7)

If the district is not required to submit a new contract and is eligible to submit a contract extension form (with no changes to the existing contract), please use the following:

Contract extension form: 999999DCEx
  (Example: 999999dce7)

Direct Deposit Authorization Form Electronic Submission

- Save the VDDA form in PDF format.

- Use the "**Browse"** button to locate the file on your computer, select it and click on the "**Open"** button.

- In the "**Note"** section, select the type of file from the drop down menu.

- At the bottom of the import page, click on the **"Upload Now"** button to upload the file.

- A confirmation message will be emailed to the email address tied to the submitter's TEAL account when the file has been successfully uploaded.

Direct Deposit Authorization Electronic Submission

- Please keep your TEAL account email address current.

- The system should also display a confirmation message when a file has been successfully uploaded.

- However, if the file is large, the system might time-out and a confirmation message may not be displayed on screen.

Direct Deposit Authorization questions

Email: DepositoryContract@tea.texas.gov