Vendor Direct Deposit Authorization Form Instructions
For Charter Schools

1. **Section 1: Transaction Type**
   Please indicate if the direct deposit authorization will be a New Setup or Change (depends on type; see form).

2. **Section 2: Payee Identification**
   - 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.

3. **Section 3: Financial Institution**
   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 (TEA) will be paid to this account).

4. **Section 4: Authorization For Setup, Changes or Cancellation**
   The superintendent's original signature, printed name, and date are required.

After Sections 1 through 4 are complete, please make a copy for your files and mail the copy with the original signature of the Vendor Direct Deposit Authorization form back to the Texas Education Agency (TEA) at the following address:

Texas Education Agency
Division of Financial Compliance
Attention: Dana Flores
William B. Travis Building
1701 North Congress Avenue
Austin, Texas 78701-1494

Please contact Dana Flores in the Division of Financial Compliance at (512) 475-1284 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 David Chang in the TEA Accounting Division at (512) 475-1813.

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.