ADMINISTRATION & FINANCE
TEXAS TECH

Agency Vendor Setup Form
Agency E-mail

Section A: Vendor Information

Agency Name:

Type of Agency: ☐ State Agency ☐ Federal Agency ☐ Non-Profit Private ☐ For Profit Private ☐ Other State Agency

Physical Mailing Address

Street

City

State **Zip Code**

Agency Phone Number

Remittance Address

Street

City

State **Zip Code**

Agency Phone Number

Section B: Taxpayer Identification Number

Employee Identification Number (EIN)

Section C: Signature Approval

Authorized Signature (required) **Date**

Printed Name

Remittance E-mail

Payment Method Disclaimer

Paper checks are the default payment method. If you would prefer to receive payment via ACH (Direct Deposit), please fill out Section D below. If Section D is completed, the signature above will be considered authorization for the ACH payment.

Section D: ACH (Direct Deposit) Information (Optional)

Financial Institution Name

Routing Number ☐ Checking ☐ Savings

Account Number

If you have any questions or concerns, please contact vendor.services@ttu.edu.

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