



Submit to: vendor.services@ttu.edu or fax 806/742-3820

VENDOR DIRECT DEPOSIT AND ADVANCE
PAYMENT NOTIFICATION FORM
FOR EXISTING VENDORS

TEXAS TECH UNIVERSITY®

General Vendor Information:

Company Name *(Required)*

Business Name *(if different)*

TTU Vendor Number *(if known)*

Tax ID/Federal ID *(Required)*

Contact Name

Contact Phone Number

Contact Fax Number

Contact Email Address

Remit To (address for payment remittance):

Address

City

State

Zip Code

General Correspondence Address (for general correspondence, ***If different from the remit to address***):

Address

City

State Zip Code

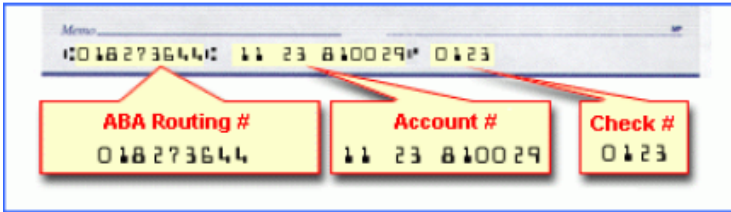
Purchase Order Distribution preference ***(Required)***:

Check your preferred method of receiving purchase orders (Required) E-mail Fax

Email (for PO Distribution if preferred)

Fax (for PO distribution if preferred)

Payment Account Information (for US financial institutions only) *Completion by financial institution is recommended*



Financial Institution Name

Routing Number (nine digit code) Account Type Checking Savings

Account Number

International Payment Verification (Required)

Will these payments be forwarded to a financial institution outside the United States? Yes No

The University pays vendors from multiple funding sources. The primary funding sources are from University funds and from state of Texas funds. The state of Texas funds are paid directly from the Texas Comptroller of Public Accounts. This form is designed to authorize payments from both the state of Texas and Texas Tech University System.

Authorization for Direct Deposit and Advance Payment Notification Setup for the Texas Comptroller of Public Accounts (Required)

I authorize the Texas Comptroller of Public Accounts to deposit my payments from the state of Texas to my financial institution electronically. I understand that the Texas Comptroller of Public Accounts will reverse any payments made to my account in error. I further understand that the Texas Comptroller of Public Accounts will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, please contact your financial institution).

Authorized Signature (Required)

Printed Name Date

Email (Required for direct deposit)

By providing an e-mail address, I authorize notifications of payment(s) posting to my account. I understand that notifications may include payment information that is considered confidential and therefore exempt from public disclosure.

For University Use only: Form was submitted to Texas Comptroller? Yes No

Authorization for Direct Deposit and Advance Payment Notification Setup for Texas Tech University (Required)

I hereby authorize Texas Tech University to deposit by electronic transfer, payments owed to me and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. Texas Tech University shall deposit the payments in the financial institution and account designated above. I recognize if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or my payments may be erroneously transferred electronically.

I consent to and agree to comply with the National Automated Clearing House Association Rules and Regulations and Texas Tech University's rules about electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended or repealed.

Authorized Signature (Required)

Printed Name Date

Email (Required for direct deposit)

By providing an e-mail address, I authorize notifications of payment(s) posting to my account. I understand that notifications may include payment information that is considered confidential and therefore exempt from public disclosure.

Instructions for preparing the Vendor Direct Deposit and Advance Payment Notification Form for Existing Vendors

1. **General Vendor Information:** provide the companies, basic information, so that it may be confirmed in the vendor system. Please note that the Vendor name and Tax ID are required information items.
2. **Remit To:** provide the alternate address (if applicable) for remittance of payments if direct deposit is not utilized.
3. **General Correspondence Address:** provide the alternate address (if applicable) for distribution of general correspondence, including letters, notifications, and contracts.
4. **Purchase Order Distribution Preference:** identify if the vendor prefers to receive purchase orders by fax or by e-mail. The University may set up distribution either way, but not both. As a reminder, the University requires a purchase order or a credit card for any purchase made by an University employee.
5. **Payment Account Information:** completion by financial institution is recommended. **Important:** Your direct deposit account information may be different from the account information printed on your checks. It is recommended that you contact your financial institution to confirm your direct deposit account information. **Note:** A prenote test will be sent to your financial institution for the account information entered into the system. The prenote test is for a period of six banking days, and it is sent to your financial institution to verify your account information. If no further action is required by your financial institution, your direct deposit instructions will become effective when the six banking day prenote time frame has expired.
6. **International Payment Verification:** the vendor shall confirm if the funds from deposits received from the University will be forwarded to a financial institution or not. **If you receive state payments by direct deposit which are forwarded from a United States financial institution to a financial institution outside the United States, please contact the Texas Comptroller of Public Accounts at (512) 936-8138 and FAX your form to (512) 475-5424 or send to tins.mail@cpa.state.tx.us.**

Note: The University receives funding from various sources. Each type of funding (University, State of Texas, Federal, Grant) will be handled differently. For vendors receiving State appropriated funds, those funds will be by paid directly from the Texas Comptroller of Public Accounts. If the vendor elects to receive paper checks, the vendor will receive a separate check from the Comptroller for any portion paid on appropriated funds and a separate check for any portion paid on any other type of funding (University, Federal, Grant). If the vendor elects to receive direct deposits and advance payment notifications, those payments and notifications will come from different sources. Therefore, it will be required that the vendor authorize direct deposits and payment notifications for both the Texas Comptroller of Public Accounts and Texas Tech University.

7. **Authorization for Direct Deposit and Advance Payment Notification Setup for the Texas Comptroller of Public Accounts (Required):** provide the contact name, date, and e-mail to which payment notifications are to be sent for direct deposits. Notifications are sent for direct deposit payments only, and e-mails are sent one business day prior to the deposit.
8. **Authorization for Direct Deposit and Advance Payment Notification Setup for Texas Tech University (Required):** provide the contact name, date, and e-mail to which payment notifications are to be sent for direct deposits. Notifications are sent for direct deposit payments only, and e-mails are sent one business day prior to the deposit.

Benefits of Direct Deposit!

1. Expedites payments to the vendor: cuts down on mailing and deposit times.
2. Secured and automated: no more lost checks, mail delays, etc.
3. Easy: one-time setup and payments are posted directly to your account.
4. Green: paper checks add 3.6 million tons of CO₂ into the environment each year.
5. Reduces costs for taxpayers: the printing and mailing of checks adds to the costs for taxpayers.

Once this form is completed, and signed, please fax to 806/742-3844 or e-mail to vendor.services@ttu.edu.