

# Fiscal Direct Deposit Authorization Form

For Employee Payroll, Cash Advances, Travel, Travel Advances, and Purchase Reimbursements

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■ **Employee Information**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Department \_\_\_\_\_ Mail Stop \_\_\_\_\_

Preferred E-Mail Address \_\_\_\_\_

■ **Employee Authorization**

By signing this form I am authorizing TEES to electronically deposit reimbursements into the same bank account as I have provided for the direct deposit of my payroll.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

■ **Return completed form to:** Texas Engineering Experiment Station  
Fiscal Office: Financial Manager  
3124 TAMU  
College Station, TX 77843-3124

■ **For assistance, call:** Fiscal Office: (979) 458-7454

Privacy Notice: State Law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.