



INSTRUCTIONS TO COMPLETE THE DIRECT DEPOSIT AUTHORIZATION FORM

Contact Information

- Please provide your name, address, city, state, and zip code information.

The name and address MUST MATCH the information on the cancelled check.

Bank account Information

- Please provide (See example):
 - The **NAME** of the bank or financial institution you want to receive the payment.
 - The **ACCOUNT NUMBER**, 1 to 17 digits.
 - The **ROUTING NUMBER**, 9 digits.
 - DO NOT include the **CHECK NUMBER**.
 - The **AMOUNT** or **PERCENTAGE** or **ENTIRE AMOUNT** to be deposited.
 - The **TYPE OF ACCOUNT** – checking or savings.

You MUST attach a voided check for bank account to which funds will be deposited.

Signature and Date

- Sign and date the form in **BLUE** ink.
- Have the completed form notarized, sealed, and signed by a notary public in **BLUE** ink.

ORIGINAL SIGNATURES ONLY.

No digital or electronic reproduction, stamps, or other facsimiles are allowed.

Returning the form to BCESD 1

- When complete, return the form via regular mail or over-night or hand delivery.

No email, fax, or other electronic delivery is allowed.

If you have any question or need more information, please contact us at 979-703-1202 or adminassistant@brazoscountyESD1.org.

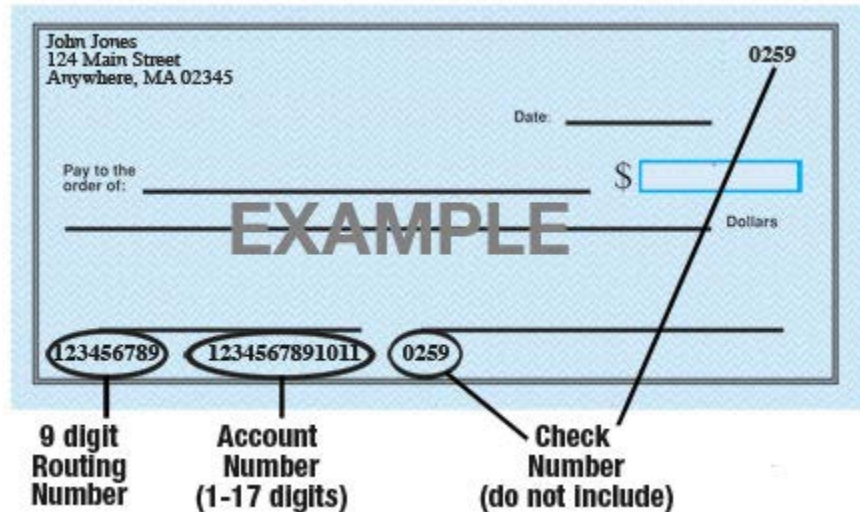
DIRECT DEPOSIT AUTHORIZATION

Please print and complete ALL the information below.

Name: _____

Address: _____

City, State, Zip: _____



Name of Bank: _____

Account #: _____

9-Digit Routing #: _____

Amount: ☐ \$ _____ ☐ _____% or ☐ Entire Amount

Type of Account: ☐ Checking ☐ Savings (Check One)

Attach a voided check for each bank account to which funds should be deposited.

Brazos County ESD 1 is hereby authorized to directly deposit payments to the account listed above. This authorization will remain in effect until I modify or cancel it in writing.

Signature: _____

Date: _____

Before me, a notary public, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements therein contained are true and correct.

(Personalized Seal)

Notary Public's Signature