



**AUTHORIZATION AGREEMENT
FOR DIRECT DEPOSIT**



PLEASE NOTE: Vendor Direct Deposit is the City of Desoto preferred method for payment of services rendered and/or goods purchased. The FDIC no longer requires a testing period for any existing banks. Each vendor will be required to provide an e-mail address for the receipt notification on the direct deposit. The e-mail will be a copy of the check deposited. **Please attach a voided check or bank verification letter. (Deposits are posted on Friday's only.)** The City of DeSoto reserves the right to verify this information before processing.

I authorize City of Desoto to initiate credit entries and, if errors occur, I authorize correcting entries to my account indicated below:

_____ SIGNING UP FOR NEW DIRECT DEPOSIT

_____ CHANGE TO EXISTING DIRECT DEPOSIT

_____ STOP EXISTING DIRECT DEPOSIT

CURRENT Financial Institution Name / Location	CURRENT Routing Number (1 st Nine Digits)	CURRENT Account Number	Type of Account (Checking /Savings)
NEW Financial Institution Name / Location	NEW Routing Number (1 st Nine Digits)	NEW Account Number	Type of Account (Checking /Savings)

This authority is to remain in full force until I terminate this authorization.

Vendor Name: _____

Vendor Address: _____

Vendor City, State, Zip: _____

Date: _____ Print E-mail Address: _____

Vendor Telephone: _____

Authorized Account Representative Print Last Name Print First Name

Authorized Signature: _____

PLEASE REMIT THIS FORM TO THE FINANCE DEPARTMENT BY EITHER:

FAX: 972 230-5823

MAIL: City of Desoto, Finance Department , 211 E. Pleasant Run Desoto, TX 75115

EMAIL:

Finance2@desototexas.gov

OFFICE USE ONLY
Vendor #: _____

This information will be kept confidential and only used for the purpose of City of Desoto Vendor Payments.