**AUTHORIZATION FORM FOR AUTOMATED CLEARINGHOUSE (ACH) VENDOR PAYMENTS**

This form serves as an agreement between DIR, the State of Texas’ financial institution, and the paying company to provide services associated with the transmission of ACH business payments to DIR’s account. **Please complete the COMPANY INFORMATION section and email it back to** [**adminfee@dir.texas.gov**](https://dir1-my.sharepoint.com/personal/mackenzie_purcell_dir_texas_gov/Documents/adminfee%40dir.texas.gov)

**DIR INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Address:** | 300 West 15th Street, Suite 1300Austin, TX 78701 | P.O. BOX 13564Austin, Texas 78711-3564 |
| **Contact:** | Barry Hoelscher |  |
| **Phone:** | 512-463-3958 |  |
| **Contact:** | Michelle Lampkin |  |
| **Phone:** | 512-463-3382 |  |
|  |  |  |

**STATE OF TEXAS FINANCIAL INSTITUTION INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Name:** | JP Morgan Chase |  |
| **Address:** | 700 Lavaca Street |  |
|  | Austin, TX 78701 |  |
|  |  |  |
| **ACH Coordinator:** | Sefe Garza | Phone: 512-936-8460 |
|  |  |  |
| **Routing Number:** | 021409169 | Type: Checking  |
|  |  |  |
| **Account Number:** |       |  |
|  |  |  |

**COMPANY INFORMATION**

|  |  |
| --- | --- |
| **Name:** |       |
| **Address:** |       |
| **City, State, Zip** |       |
| **Contact Person:** |       |
| **DIR Contract #:** |       |
| **Phone Number:** |       |
| **E-mail:** |       |
|  |  |

**FOR AGENCY USE ONLY**

|  |  |  |
| --- | --- | --- |
| **Name of Entity:** |       |  |
| **PCA** |  |       | **Appn** |       |
| **COBJ** |  |       | **AOBJ** |       |
| **TCode** |  |       | **Fund** |       |