

HIDALGO COUNTY DRAINAGE DISTRICT NO. 1 FINANCIAL INSTITUTION VERIFICATION FORM FOR VENDOR DIRECT DEPOSIT

(This section must be completed by Hidalgo County Drainage District No. 1 vendor requesting direct deposit)

Name (Please print)	Telephone Number
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(This section must be completed by a bank representative)

Name of Financial Institution:		
Address:		
City:	State:	Zip Code:
Routing Transit Number (ABA):		
Depositor Account Name(s):		
Depositor Account Number:		
Type of Account: (Circle One) Checking Saving		
ACH Department Telephone Number:		
Bank Representative Name / Title: (Please print)		
*Bank Representative Signature:		Date:
*The Hidalgo County Drainage District No. 1 will not deposit funds into an account that does not belong to the vendor requesting the direct deposit. By signing this form, you are verifying that the vendor requesting this information is identified in the Depositor's Account Name.		

The Accounting Office of the Drainage District WILL NOT accept form if the following apply:

- Form is not completely filled out
- Form is not signed by Bank Representative
- Form filled out in pencil
- Changes not initialed by Bank Representative

DIRECT VENDOR DEPOSIT INFORMATION

1. Each direct deposit form **must have one** of the following:

- Pre-Encoded voided bank check (check with routing # and account # at the bottom)
- Hidalgo County Drainage District No. 1 Financial Institution Verification Form (attached)
- Direct Deposit sign-up form from your financial institution

The following **will not be accepted** for direct deposit process:

- Temporary checks
- Deposit slips

2. The name of the vendor must be on the account that the direct deposit funds are to be deposited into. No exceptions.
3. The direct deposit will remain in full force and in effect until the vendor notifies Hidalgo County Drainage District No. 1's Accounting Department by completing and signing an agreement to cancel or make any changes to their direct deposit agreement with enough time for Hidalgo County Drainage District No. 1's Office and the financial institution the opportunity to act on it.
4. The transfer of funds through direct deposit will begin the second pay period following the date this agreement is received at the Accounting Office to provide time for testing by the financial institution of the routing/account information.
5. Please complete, sign and return the original agreement to the Accounting Office. If you have any questions, please contact the Accounting Office at (956) 292-7080 extension 5827.