



Direct Deposit Authorization

Tallowood offers direct deposit for employee expense reimbursements and payments to vendors/contractors. To participate, complete the form, attach a voided check, and return by mail or email:

Tallowood Baptist Church, Attn: Accounts Payable
555 Tallowood Rd., Houston, TX 77024
Email: akeeler@tallowood.org

Name _____

Email (to receive payment voucher) _____

Tax ID# or Social Security Number _____

The last 4 digits will be the password to open your payment voucher.

Name of Bank _____

Check One Checking Account Savings Account

Routing Number _____
9 digit number at bottom of check (usually first 9 numbers)

Account Number _____
3-17 digit number at bottom of check

| | | |
|---------------------------|----------------------|--------------|
| Your Name | 1001 | |
| Your Address | DATE _____ | |
| PAY TO THE ORDER OF _____ | <input type="text"/> | |
| _____ DOLLARS | | |
| Your Bank Name | | |
| MEMO _____ | | |
| 123456789 | 0000987654321 | 1001 |
| Routing Number | Account Number | Check Number |

This authorizes Tallowood Baptist Church to deposit payments for goods or services or business expense reimbursements (and appropriate debit and adjustment entries), directly to the account above. I agree that the ACH transactions authorized herein shall comply with all applicable U.S. Law. This authorization will be in effect until Tallowood Baptist Church is otherwise notified by the name account holder. I understand that at least 10 days' notice is required to change or cancel deposits to this account.

Signature _____

Printed Name _____

Please attach a voided check or a copy of a voided check.

Note: If a voided check is not attached and the bank info is written incorrectly, the direct deposit will be rejected and your payment will be delayed.