



Consumer or Parent Information and Direct Deposit Form Instructions

Box Number	Instruction
1	Name: Please check the appropriate box and give your legal name as it appears on your ID.
2	Enter your complete and current contact information. This will be the address used for any correspondence mailed or emailed.
3	Enter your Social Security Number.
4	If in box 1 you are giving the parent's or legal guardian's information, please give the consumer's name and Social Security Number for cross-reference purposes.
5	New Account Information (Setups and Changes): Please check the box that is appropriate for this Direct Deposit request. Enter name of financial institution. Check the appropriate box for type of account. Enter the financial institution's routing transit number (9 digits) from the deposit slip for the financial institution listed. Enter the bank account number.
6	Existing Account Information (Complete only for direct deposit information change): When requesting a change to your existing direct deposit account information, you must complete box 6 with the existing account information for verification purposes. This measure will help the Texas Workforce Commission verify accuracy of the requested change.
7	International Payments Verification: Check "YES" or "NO" to indicate if direct deposit payments to the account information designated in Box 5 of this form will be forwarded to a financial institution outside the United States.
Agency Use Only	List any specifications needed. Check the appropriate box for division. Enter the office name. Please give the counselor's and RST or assistant's name and phone number in case you need to be reached to verify any information on this form.