



If a state of Texas payee completes the Direct Deposit Authorization, Form 74-176, and indicates "YES" in Section 5, acknowledging that payments will be forwarded to a country outside the United States, the payee **MUST ALSO** complete this form and submit both Form 74-227 and Form 74-176 to the Texas state agency with which the payee is doing business.

## Instructions

### Section 1

1. Place a check mark (✓) in the appropriate box to indicate your response:
  - (a) If **100%** of each state payment is destined to be forwarded to a country outside the United States, indicate the country where payments will be forwarded. Completion of this form is required; sign and return this form to the agency issuing the state payments.
  - (b) **Less than 100% (a portion)** of each state payment is destined to be forwarded to a country outside the United States. Complete and sign this form and return it to the agency that issues the state payments.
  - (c) State payments **will not** be forwarded to a country outside the United States. Complete and sign this form and return it to the agency that issues the state payments.
2. Routing number: Enter the 9-digit routing number of the payee's domestic<sup>1</sup> financial institution.
3. Account number: Enter the payee's account number (up to 17 characters) at the domestic financial institution.
4. Account type: Check the appropriate box for checking or savings.

### Section 2

5. Enter the payee's name for the business, individual or state employee.

### Section 3

6. Enter the payee's identification number from which state payments are issued:
  - Social Security number (SSN)
  - Individual Taxpayer Identification Number (ITIN), issued by the Internal Revenue Service
  - Employer Identification Number (EIN)
  - Texas Identification Number (TIN), must be 11 digits
  - Comptroller Taxpayer Number, must be 11 digits

### Section 4

7. Enter (print) the name of the person who is authorized to represent the payee (self or business).
8. Enter the area code and phone number of the person listed in box 7.
9. Indicate if the phone number provided in box 8 is a home, work or mobile number.
10. Enter the email address of the person listed in box 7 (optional).
11. Signature is required of the person whose name is listed in box 7.
12. Enter the date of signature.

### Section 5

13. Return the form to the state agency with which the payee is doing business.
  - If this form is completed online, the form prompts users to choose the state agency with which the payee is doing business when the form is first opened, which auto-populates the agency name, address and phone number in this box.
  - If this form is completed on paper, users must enter the name and address of the state agency with which the payee is doing business and return this form and the Direct Deposit Authorization, Form 74-176, to that agency.

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<sup>1</sup>Domestic – Within the territorial jurisdiction of the United States