

Instructions for Completing Employee PayCard Authorization

You have certain rights under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. To request information for review or to request error correction, use the contact information on this form.

For assistance in completing this form, please contact your employing agency's HR representative or payroll officer.

- Please note:
- Form must be completed in its entirety. The form will be rejected and sent back to employee if any information is omitted.
 - Deposits to the Employee PayCard are limited strictly to payroll payments from your employing state agency.
 - Travel payments cannot be deposited to the Employee PayCard, but can be made by warrant or direct deposit. Contact your payroll office for information.
 - Once you terminate from state employment or notify your employing agency that you no longer wish to receive payroll payments through the Employee PayCard, the state of Texas fee structure will remain in effect for 45 days. After this time, the fees will be based on standard Bank of America pricing which will increase your fees when using the card.
 - Bank of America enforces standard fraud detection measures. If potential fraud is identified, your account may be frozen until the issue is resolved.
 - You may receive your PayCard in the mail before your payroll has been loaded on the card. A prenote test is sent to Bank of America for all new PayCard accounts. The prenote test is for a period of six banking days or could be longer if a problem is identified. A warrant will be issued for a payroll payment processed during the prenote testing phase. Before using your new PayCard, it is recommended that you first access your PayCard Account through Bank of America to determine if your payroll payment has been loaded onto your card.

Section 1: Employee Identification

- Please print clearly and complete all fields in Section 1.
- Bank of America requires that a PayCard be mailed to a physical address. A post office box is not allowed.

* **Federal Privacy Act Statement**

Disclosure of your Social Security number is required and authorized under law, for the purpose of tax administration and identification of any individual affected by applicable law, 42 U.S.C. sec. 405(c)(2)(C)(i); Texas Govt. Code Sections 403.011, 403.056, and 403.078. Release of information on this form in response to a public information request will be governed by the Public Information Act, Chapter 552, Government Code, and applicable federal law.

Section 2: Authorization for Setup

Print, sign and date this form. No alterations to the authorization language will be accepted. After employee completes and signs this form, return to your agency's HR representative or payroll officer.

Section 3: State Agency Use Only

For state agency use only.

- Please print clearly and complete Section 3.
- Once completed by employee and employing agency, please fax this form to 512-475-5424 or mail/deliver to:

Texas Comptroller of Public Accounts
LBJ State Office Building, Room 911
111 E. 17th St.
Austin, TX 78774