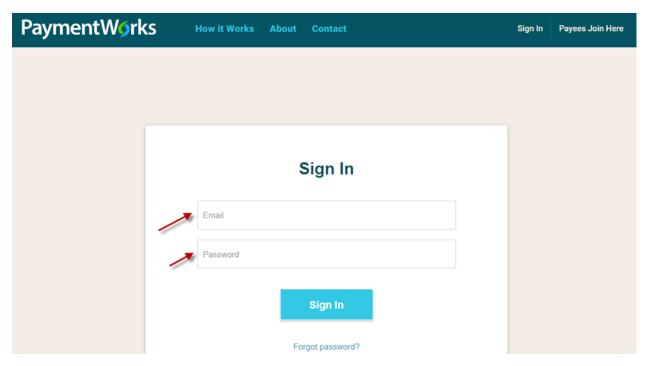
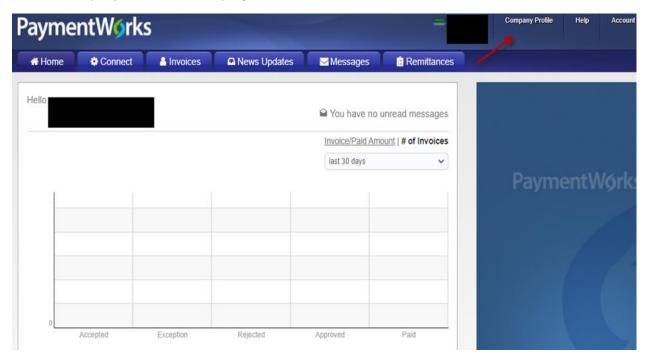
I need to add bank information, what do I need to do?

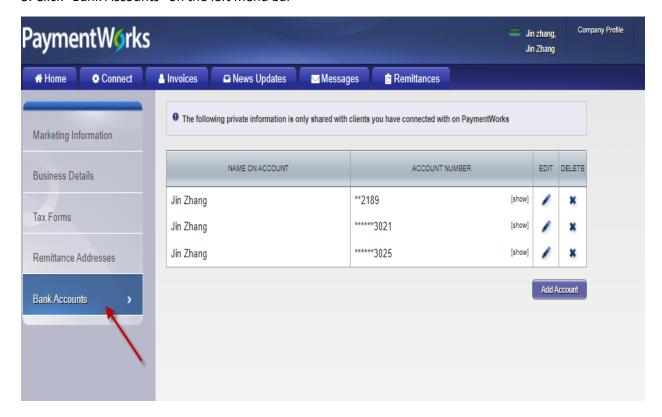
1. Log into PaymentWorks at https://www.paymentworks.com/accounts/login/



2. Click "Company Profile" in the top right corner



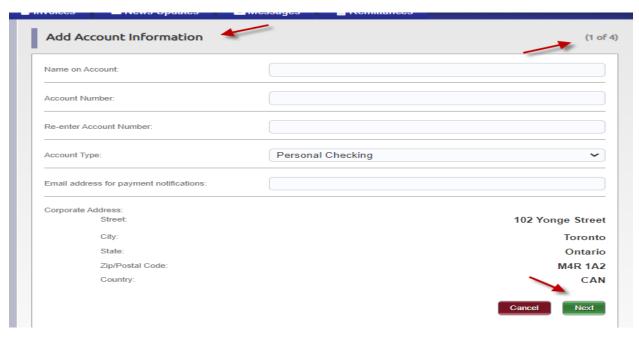
3. Click "Bank Accounts" on the left menu bar



4. Click "Add Account"



5. Follow the prompts



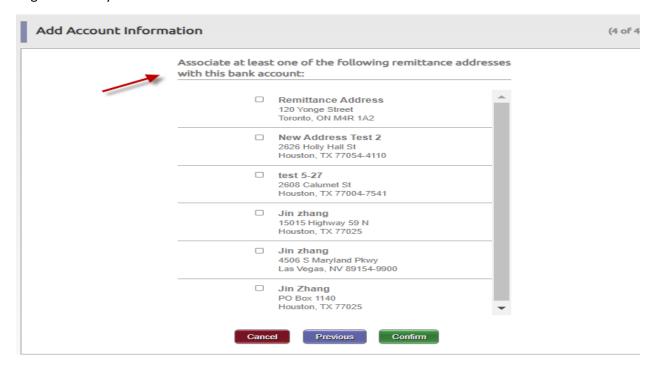
6. Page 3 will ask you to upload your Bank Validation File which must be in the PDF or image (JPEG or PNG) format

Please note that the bank validation file must have the following information:

- a. Current date (from 2021)
- b. Bank name and logo
- c. Your full name/ Company name
- d. Full Account Number
- e. Routing Number, IBAN, and/ or SWIFT code (only if applicable)

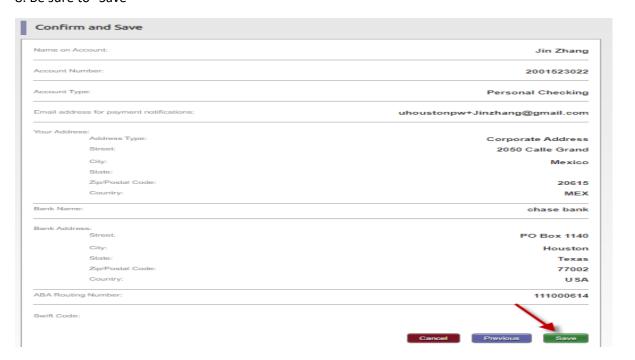


Page 4 will ask you to choose the remittance address that should be associated to the vendor number:



7. Click "Confirm"

8. Be sure to "Save"



9. Respond and confirm information below once you receives an email from the UH Systems.

We have received your vendor banking updated information that you have submitted through PaymentWorks. The State of Texas requires the approval of the below statement (1) without modification and the answer of the below question (2) for each addition or change of banking information. Please signify your approval of 1 and answer to 2 by responding to this message in PaymentWorks.

Electronic submittal of the PaymentWorks registration constitutes approval of this statement associated to ACH information provided: I authorize the Texas Comptroller of Public Accounts to electronically deposit my payments from the state of Texas to my financial institution. I understand that the Texas Comptroller of Public Accounts will reverse any payments made to my account in error. I further understand that the Texas Comptroller of Public Accounts will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, please contact your financial institution.)

Please also respond to this question: Will your ACH payment be forwarded to a financial institution outside of the United States?