

## **INSTRUCTIONS FOR COMPLETING EMPLOYEE PAYCARD AUTHORIZATION**

*Under Ch. 599, Government Code, you are entitled to review, request, and correct information we have on file about you, with limited exceptions in accordance with Ch. 552, Government Code. To request information for review or to request error correction, contact us at the address or telephone number listed on this form.*

### **PLEASE NOTE:**

- Form must be completed in its entirety. The form will be rejected and sent back to the 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 human resources representative 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 6 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**

- All fields must be completed.
- Please print. Illegible forms will be returned.
- Bank of America requires that a PayCard be mailed to a physical address. A post office box is not allowed.

### **Section 2: Setup / Cancellation**

- Check the appropriate box

### **Section 3: Authorization for Setup / Cancellation of PayCard Participation**

- Must be signed and dated.
- No alterations to the authorization language will be accepted.
- Submit the original copy to TDCJ Payroll Department, P O Box 4015, Huntsville, TX 77342-4015 or forms may be faxed to (936) 437-8644. Retain a copy for your records. Questions can be referred to the Payroll Department at the above address or by telephone at (936) 437-8728.