

Instructions for Advance Payment Notification Authorization

Under Ch. 559, 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 listed on this form.

Purpose: The Advance Payment Notification feature provides state employees and vendors with one business day advance notice before a direct deposit is sent to their financial institution.

Section 1: Provide the appropriate transaction type.

New/Add: Designate up to four direct deposit mail codes for advance payment notification. You may submit a separate form to designate additional mail codes, if needed.

Note: A mail code is a three-digit number used in the processing of payments to identify a particular mailing address or specify an account for direct deposit payments. If you are unsure about which mail code to use, please leave it blank.

Update: If you wish to make changes to your current mail code information, such as the name, phone number or email.

Delete: List mail codes for which you no longer wish to receive payment notification.

Section 2: Provide the Social Security Number (SSN), Employer Identification Number (EIN) or the 11-digit Texas Identification Number/Payee number. Provide the payee name, contact name, phone number and title. The contact will be notified if additional information is needed to process your request.

Section 3: Provide email address to which payment notifications are to be sent.

Section 4: Submit form by either mail or FAX.