If I want to change or update the bank information, how do I make a change or update my information?

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 "Edit"
5. Follow the prompts

6. Click “Ok”

7. Respond and confirm information below once you receive 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?