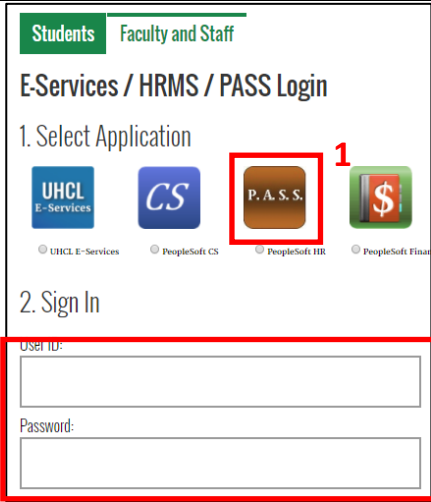


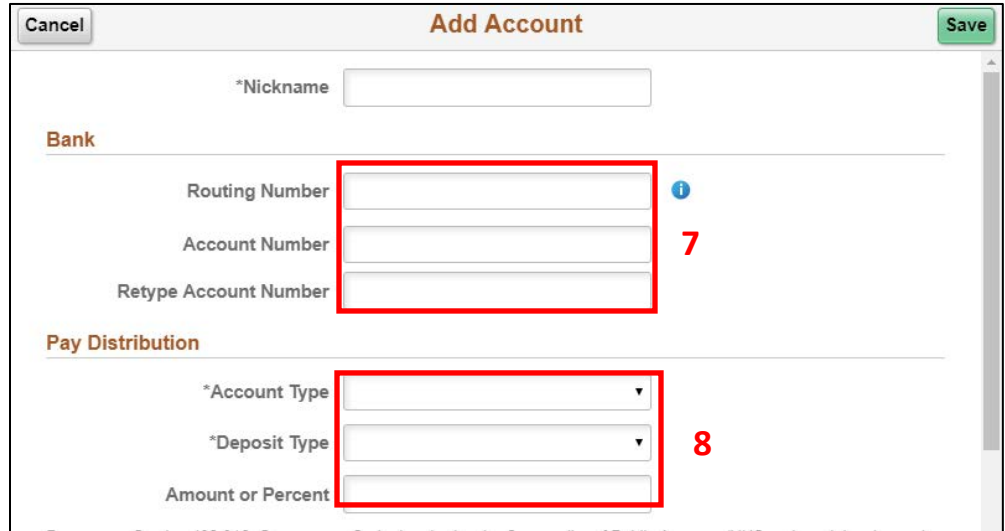


<p>Go to the E-Services page.</p> <ol style="list-style-type: none"> 1. Select P.A.S.S. or PeopleSoftHR. 2. Login with your User ID and Password 3. Click Sign In. 	
<ol style="list-style-type: none"> 4. Click the Payroll & Compensation tile. 	
<ol style="list-style-type: none"> 5. Click on Direct Deposit. 6. Click on the + symbol to add an account. 	

7. Complete the Bank information fields.

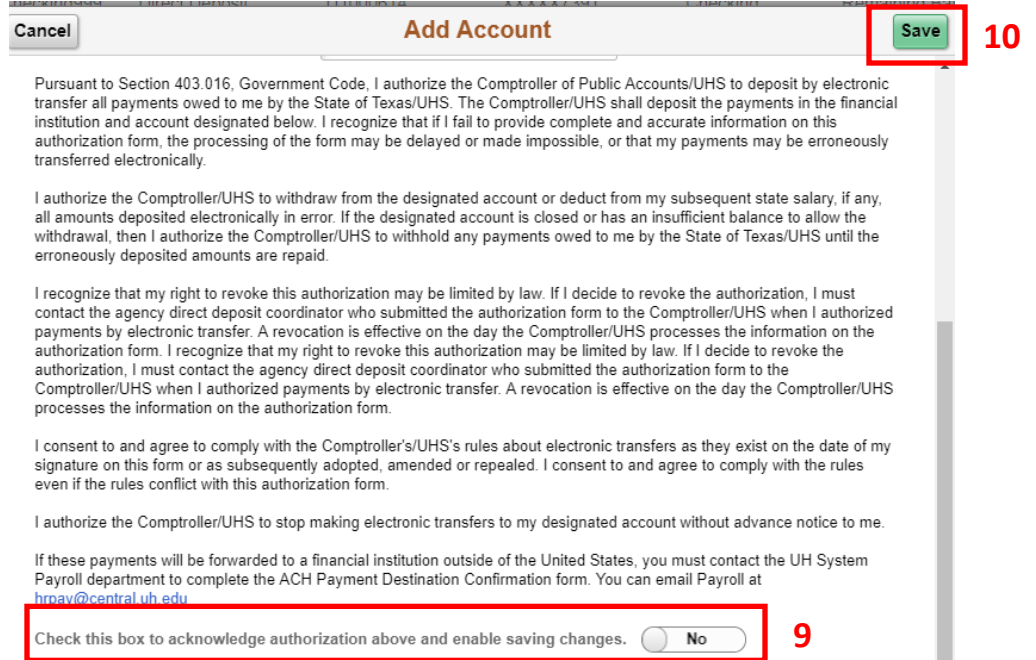
8. Complete the Pay Distribution fields.



Upon completion of steps 7 and 8, scroll to the bottom of the Add Account screen.

9. Click the acknowledge button to reflect YES.

10. Click SAVE.



Save 10

Pursuant to Section 403.016, Government Code, I authorize the Comptroller of Public Accounts/UHS to deposit by electronic transfer all payments owed to me by the State of Texas/UHS. The Comptroller/UHS shall deposit the payments in the financial institution and account designated below. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or made impossible, or that my payments may be erroneously transferred electronically.

I authorize the Comptroller/UHS to withdraw from the designated account or deduct from my subsequent state salary, if any, all amounts deposited electronically in error. If the designated account is closed or has an insufficient balance to allow the withdrawal, then I authorize the Comptroller/UHS to withhold any payments owed to me by the State of Texas/UHS until the erroneously deposited amounts are repaid.

I recognize that my right to revoke this authorization may be limited by law. If I decide to revoke the authorization, I must contact the agency direct deposit coordinator who submitted the authorization form to the Comptroller/UHS when I authorized payments by electronic transfer. A revocation is effective on the day the Comptroller/UHS processes the information on the authorization form. I recognize that my right to revoke this authorization may be limited by law. If I decide to revoke the authorization, I must contact the agency direct deposit coordinator who submitted the authorization form to the Comptroller/UHS when I authorized payments by electronic transfer. A revocation is effective on the day the Comptroller/UHS processes the information on the authorization form.

I consent to and agree to comply with the Comptroller's/UHS's rules about electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended or repealed. I consent to and agree to comply with the rules even if the rules conflict with this authorization form.

I authorize the Comptroller/UHS to stop making electronic transfers to my designated account without advance notice to me.

If these payments will be forwarded to a financial institution outside of the United States, you must contact the UH System Payroll department to complete the ACH Payment Destination Confirmation form. You can email Payroll at hrpay@central.uh.edu

Check this box to acknowledge authorization above and enable saving changes. No 9