

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

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

PaymentWorks [How it Works](#) [About](#) [Contact](#) [Sign In](#) [Payees Join Here](#)

### Sign In

Email

Password

Sign In

[Forgot password?](#)

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

PaymentWorks [Company Profile](#) [Help](#) [Account](#)

[Home](#) [Connect](#) [Invoices](#) [News Updates](#) [Messages](#) [Remittances](#)

Hello [redacted]

You have no unread messages

Invoice/Paid Amount | # of Invoices

last 30 days

Accepted	Exception	Rejected	Approved	Paid

PaymentWorks

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

The screenshot shows the PaymentWorks user interface. At the top, the logo 'PaymentWorks' is on the left, and the user's name 'Jin Zhang, Jin Zhang' and 'Company Profile' are on the right. Below the logo is a navigation bar with buttons for 'Home', 'Connect', 'Invoices', 'News Updates', 'Messages', and 'Remittances'. On the left side, there is a vertical menu with options: 'Marketing Information', 'Business Details', 'Tax Forms', 'Remittance Addresses', and 'Bank Accounts'. The 'Bank Accounts' option is highlighted in blue and has a red arrow pointing to it. The main content area displays a table of bank accounts and an 'Add Account' button.

The following private information is only shared with clients you have connected with on PaymentWorks

NAME ON ACCOUNT	ACCOUNT NUMBER	EDIT	DELETE
Jin Zhang	**2189	[show]	
Jin Zhang	*****3021	[show]	
Jin Zhang	*****3025	[show]	

[Add Account](#)

4. Click "Add Account"

This screenshot is a closer view of the 'Bank Accounts' section. It shows the same table of accounts as the previous screenshot. Below the table, the 'Add Account' button is highlighted with a red arrow.

The following private information is only shared with clients you have connected with on PaymentWorks

NAME ON ACCOUNT	ACCOUNT NUMBER	EDIT	DELETE
Jin Zhang	**2189	[show]	
Jin Zhang	*****3021	[show]	
Jin Zhang	*****3025	[show]	

[Add Account](#)

5. Follow the prompts

The screenshot shows the 'Add Account Information' page (1 of 4). The page has a blue header with navigation links: 'Invoices', 'New Updates', 'Messages', and 'Remittances'. The main content area is white with a blue border. It contains several input fields: 'Name on Account:', 'Account Number:', 'Re-enter Account Number:', 'Account Type:' (a dropdown menu with 'Personal Checking' selected), and 'Email address for payment notifications:'. Below these is a 'Corporate Address' section with fields for 'Street:', 'City:', 'State:', 'Zip/Postal Code:', and 'Country:'. The address is pre-filled with '102 Yonge Street', 'Toronto', 'Ontario', 'M4R 1A2', and 'CAN'. At the bottom right, there are two buttons: 'Cancel' (red) and 'Next' (green). Red arrows point to the 'Add Account Information' title, the '(1 of 4)' page indicator, and the 'Next' button.

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:

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

The screenshot shows the 'Add Account Information' page (3 of 4). The page has a blue header with navigation links: 'Invoices', 'New Updates', 'Messages', and 'Remittances'. The main content area is white with a blue border. It contains a 'Bank Account Validation' section with a list of options: 'Letter on company letterhead', 'Voided check', 'Voided deposit slip', 'Letter from your bank', and 'Copy of a bank account statement'. To the right of this list is a text input field with 'Blank Page.pdf' and a 'Browse' button. Below this is an 'Authorization' section with a checked checkbox and the text 'Customers using PaymentWorks and the financial institution named herein are authorized to automatically deposit monies to my account'. At the bottom, there are three buttons: 'Cancel' (red), 'Previous' (blue), and 'Next' (green). Red arrows point to the 'Bank Account Validation' title, the 'Select a PDF or image file:' text, the 'Blank Page.pdf' input field, the 'Browse' button, the 'Authorization' section, and the 'Next' button.

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

**Add Account Information** (4 of 4)

Associate at least one of the following remittance addresses with this bank account:

- Remittance Address**  
120 Yonge Street  
Toronto, ON M4R 1A2
- New Address Test 2**  
2626 Holly Hall St  
Houston, TX 77054-4110
- test 5-27**  
2608 Calumet St  
Houston, TX 77004-7541
- Jin zhang**  
15015 Highway 59 N  
Houston, TX 77025
- Jin zhang**  
4506 S Maryland Pkwy  
Las Vegas, NV 89154-9900
- Jin Zhang**  
PO Box 1140  
Houston, TX 77025

**Cancel** **Previous** **Confirm**

7. Click "Confirm"

8. Be sure to "Save"

**Confirm and Save**

Name on Account: **Jin Zhang**

Account Number: **2001523022**

Account Type: **Personal Checking**

Email address for payment notifications: **uhoustonpw+Jinzhang@gmail.com**

Your Address:

Address Type: **Corporate Address**

Street: **2050 Calle Grand**

City: **Mexico**

State:

Zip/Postal Code: **20615**

Country: **MEX**

Bank Name: **chase bank**

Bank Address:

Street: **PO Box 1140**

City: **Houston**

State: **Texas**

Zip/Postal Code: **77002**

Country: **USA**

ABA Routing Number: **111000614**

Swift Code:

**Cancel** **Previous** **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?