# AssurePay Bank Request

**THE TEXAS A&M UNIVERSITY SYSTEM**

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## BANK INFORMATION   ☐ ADD   ☐ MODIFY   ☐ REMOVE

**Account Name:** _____

**Member:** _____

**FAMIS Memo Bank** _____   *Please enter only the FAMIS Memo bank; the routing and bank account information will be pulled from Screen 28 in FAMIS.*

> ** **Please attach a PDF copy of the check stock for this bank account.** **
> **If this is not a blank check, please ensure that the MICR line is redacted.**

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## CONFIGURATION

*Select the type of access requested. For AP Special types, please select the account type from the list.*

### Account Type:

○ **Accounts Payable**

○ **Create AP Special Checks**

   **Account Type:** _____

○ **Payroll**

### Manual Checks

○ **Allow Manual Checks**

   **Check Range:** _____

   **First Check:** _____

○ **No Manual Checks**

### Printer Assignment: _____

### Address Information:

○ **Address Information is preprinted on check form**

○ **Print the following Information on checks**

_____

_____

_____

_____

### Signer information:

**Signature 1**

○ **Existing Signer**

○ **New Signer**

Signer Name _____

   **Upper Limit** _____

**Signature 2**

○ **Existing Signer**

○ **New Signer**

Signer Name _____

   **Upper Limit** _____

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**FAMIS Memo Bank:**

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**USERS**

*Please enter any existing AssurePay users, separated by commas, which will need access to this account.*
*For any new users, please complete the AssurePay Access Request form.*

**Import Checks:**

**Create Manual Checks:**

**Approve Manual Checks:**

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**COMMENTS**

*Please add any additional comments regarding your access*

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**CONTACT INFORMATION**

| | | |
|---|---|---|
| **User Name** | **E-mail address** | **Phone** |

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**CFO APPROVAL**

**Approved:** *Request must be approved by your CFO or designee. Please forward the completed request form to your supervisor.*
*When approved document is returned, please forward on to FAMIS Services at the email address listed below.*

| | |
|---|---|
| **Signature** | **Date** |

Please scan and email approved form to:     FAMIS-Security@tamus.edu.
Please include **'AssurePay Access'** in the subject line of the email.

If there are any questions, please call the FAMIS Help Line, (979) 458-6464