



Vendor Payment Instructions Form

Please complete this form to add, change, or delete vendor payment instructions only for your account. Please allow one (1) business day for the instructions to be added by TexPool Participant Services.

Note: When entering your payment specific invoice information, TexPool can only transmit 22 characters for ACH payments and 35 characters for Wire payments. If you require additional space, please utilize the *Special Wire Instructions Form*.

* Required Fields

1. Participant Information

Participant Name*	Location Number*	Date*
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2. Vendor Payment Instructions

Instruction 1

Add Change Delete

Vendor Name*	Bank Name*
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ABA Number*	Bank Account Number*	TexPool Account Number*
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Pool Number: 449 TexPool 590 TexPool Prime
 Wire ACH Both

Instruction 2

Add Change Delete

Vendor Name*	Bank Name*
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ABA Number*	Bank Account Number*	TexPool Account Number*
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Pool Number: 449 TexPool 590 TexPool Prime
 Wire ACH Both

Instruction 3

Add Change Delete

Vendor Name*	Bank Name*
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ABA Number*	Bank Account Number*	TexPool Account Number*
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Pool Number: 449 TexPool 590 TexPool Prime
 Wire ACH Both

3. Signature

Signature of First Authorized Representative*

Date*

Printed Name*

Telephone Number*

Title*

Signature of Second Authorized Representative*

Date*

Printed Name*

Telephone Number*

Title*

4. Mailing Instructions

The completed Vendor Payment Instructions Form can be faxed to TexPool Participant Services at 1-866-839-3291, or mailed to:

TexPool Participant Services
1001 Texas Avenue, Suite 1150
Houston, TX 77002