FAX this form to:
STO Cash Mgmt
(505) 955-1182
Original **MUST** follow

New Mexico State Treasurer's Office

Bank of America Direct Access Request

Agency Name: _____ Business Unit (BU):_____

User: _____ Contact Phone Number: _____

Physical Address: _____

City: _____ Zip:_____

Contact E-mail Address: _____

Account Numbers to be Accessed: _____
Please use only the last 4 digits of the account number

Justification for Request:_____

Check Mark the Areas of Access Required:

____ Treasury Reporting (previous day / current day)
____ Stop Pay (inquire on a paid item, inquire on a stop)
____ On-Line Statements
____ Check Image Access
____ Positive Pay (initiate and modify decision)
____ Wires: view only _____ initiate _____ and/or approve _____
____ ACH: view only _____ initiate _____ and/or approve _____

Request type:
Create a new user acct _____
Modify an existing acct _____
Disable a user acct _____

Requestor/User: _____ Date: _____
Signature

Agency Authorization (CFO): _____ Date: _____
Signature

_____ _____
Print Name

NOTE1: My signature indicates that I am aware that I have a responsibility for safeguarding my id(s) and password(s) and any other information contained in the systems/files I use.

NOTE2: Please inform the IT Department of the State Treasurer's Office of changes to any of this information. Failure to do so may result in the access to B of A Direct being disabled.

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Cash Management

STO Authorization:

Reviewed and approved by: _____ Date: _____

Authorized By: _____ Date: _____

Final Disposition: Approved ____ Denied _____ and Reason for denial: _____

COO Review: _____ Date: _____

IT Manager Review: _____ Date: _____

Assigned to: _____ Date: _____

Completion Date: _____

Assigned user id:

_____