

## Instructions for Payments or Refunds to the Texas Higher Education Coordinating Board (THECB)

1. Include Project Name and Project/Award Number (found on contract)
2. Refund methods
  - Automated Clearing House (ACH) Transfer (*see instructions below*)
  - Wire Transfer (*see instructions below*)
  - Check (*see instructions below*)

### Instructions for Automated Clearing House (ACH) Transfer Bank of America

Bank Name: Bank of America  
515 Congress Avenue  
Austin, TX 78701

Bank Contact: Marcie Enriquez  
512-397-2885

Routing Number: 111000025  
Account Number: 006040070607  
Account Name: Glenn Hegar  
Comptroller of Public Accounts

Customer Name: THECB Work Study Mentorship-PCA 22349  
ID-NO: (TAX ID NUMBER)  
Addenda Record: Remitter's name

### Instructions for Wire Transfer to the Texas Comptroller of Public Accounts Federal Reserve Clearing Account

Financial Institution (short name): **TX COMP AUSTIN**  
Routing Number: **114900164**  
Account Name: Comptroller of Public Accounts  
Treasury Operations

Account Number to Credit: **463600001**  
Reference: (i.e. – Remitter's name)  
Attention: THECB (PCA 22349)

### Instructions for Payment by Check

Make the check payable to the Texas Higher Education Coordinating Board or THECB  
Mail checks to the following address:

THECB  
Attn: Cash Receipts – PCA 22349  
PO Box 12788  
Austin, TX 78711-2788