

# NEW USER SETUP – B of A ACCOUNTS



CashPro® Online

<b>Requesting Department</b> (3-letter Dept Code ok)		<b>Employee First Name &amp; Middle Initial</b>	(e.g.: Josephine B.)
<b>Dept. Division / Section</b> (if applicable)		<b>Employee Last Name</b>	
<b>Work Address 1</b>			
<b>Work Address 2</b>			
<b>City, State, Zip Code</b>			
<b>Work Phone Number (Please type in 10 digits; will format automatically)</b>			
<b>Email Address</b>			

**List the User Name and ID of an Existing CashPro User to Copy If Available**

<b>Bank Account(s) Needed</b>	<b>Copy this CashPro User's Access</b>	
	<b>User Name:</b>	
	<b>User ID:</b>	

----- Please note any special setup needs below-----

## OTHER SERVICES (If N/A, please proceed to **authorization** section at bottom of form)

Lockbox Services Access Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If You Checked Yes, Please Complete the Fields Below</i>	
<b>Enter Your 10 Digit B of A Depository Account Number and Lockbox ID ---&gt;</b>	(Depository Acct No.)	(Lockbox ID)

Remote Deposit (RDSO) Access Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If You Checked Yes, Please Complete the Fields Below</i>	
<b>Enter Your 10 Digit B of A Depository Account Number ---&gt;</b>		

## AUTHORIZATION (please complete before sending to TTX)

<b>Requesting Dept Supervisor</b> Please Print Name: ----->	
<b>Authorized Dept Signature -----&gt;</b>	

Please email completed form to: [TTX.Bankwires@sfgov.org](mailto:TTX.Bankwires@sfgov.org)

See "Banking Changes Year-End Workshop," July 2014, Page 22