



Financial Setup For Courts



Overview

eFileTexas.gov utilizes the Chase Paymentech payment engine to settle e-file transactions and deposit these funds into your court's bank account.

Why Chase Paymentech? The previous e-filing provider ([Texas.gov](https://www.texas.gov)) required courts to use the Texas Payment Engine (TPE) when implementing e-filing within their court. eFileTexas.gov has a working integration with the Chase Paymentech payment engine, and it is the designated online payment process vendor moving forward. This has been approved by Supreme Court and the Office of Court Administration.

Steps to Complete

In order for Chase Paymentech to securely process funds over a website, a Merchant ID account is established. To establish the Merchant ID with Chase Paymentech, the following documents must be prepared:

(1) [W-9](#)

- **Description:** Identifies Tax ID for IRS reporting
- **Purpose:** W-9 is the initial step in establishing the deposit of funds (PPIG Agreement)
- **Process:** One form required per Tax ID, usually one per county

(2) [Bank Letter or Voided Check](#)

- **Description:** Provided by your current bank, listing your accounts
- **Purpose:** Verifies your bank account information is accurate and in good standing with the bank, since Chase will be depositing the funds into the account associated with your MID
- **Process:** Either send a voided check or request a letter from your bank on bank letterhead verifying account information

(3) [MID Worksheet](#)

- **Description:** Identifies key parties and information for MID setup process
- **Purpose:** This document is used to complete the PPIG and New DIV form required by Chase Paymentech
- **Process:** Each office completes this worksheet and provides to eFileTexas.gov

(4) [American Express verbal verification](#)

- **Description/Purpose:** To define if the Court will take AMEX on the online portal
- **Process:** Court (per Office) to decide if they want to take AMEX, eFileTexas.gov to set up; AMEX will be referenced in New DIV Form



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(5) Payment Processing Information Guidelines (PPIG), Bank Form, & Deposit Detail

- **Description/Purpose of PPIG:** This is the agreement between Chase Paymentech and New Merchant (your Court) that authorizes the deposit of funds into your account(s)
- **Purpose of Bank Form:** Additional documentation that is signed by the new merchants financial/executive contact, confirming the bank account information that will be utilized for ACH deposits is correct.
- **Process:** W9 generates the PPIG, eFileTexas.gov fills out this agreement and distributes to the Court to review/approve/sign.
 - Once signed by the Court, its returned to eFileTexas.gov
 - eFileTexas.gov will then forward to Chase to complete MID creation
 - One PPIG form to be completed per office
 - Signatures:
 - Page 1 (Signature verifies information is correct) requires two signatures:
 - Page 1 (Section 2) typically the Treasurer signs this section, but ultimately the Court makes that decision on who should be the executive/financial contact.
 - Page 1 (Section 3) Either the Treasurer or County/District Clerk signs, but ultimately the county makes that decision on who should be the executive/financial contact.
 - Page 3 (Signature validates agreement) requires one signature: Typically signed by Commissioners Court but not required
- **Chase Deposit Information:** Funds will be deposited into the merchants bank account two business day's from settlement date. Weekend transactions will be settled on the first business day of the week (Monday). Per Chase's policy, the minimum deposit amount is \$10. If a merchant settles an amount less than \$10 on a processing day, these funds will be held until the \$10 threshold has been reached. This excludes American Express transactions since American Express settles their own transactions.

(6) Tyler Agreement for eFileTexas.gov

- **Description/Purpose:** Outlines responsibility of fees between Tyler Technologies, Inc. and the client; also outlines the process for eFileTexas.gov services.
- **Process:** Tyler to send a Court agreement for review/signature

Summary

After we receive items 1-6, a MID can be established with Chase Paymentech, which will allow you to receive online transactions through eFileTexas.gov. You will receive a login to Chase Portal as well as online training webinars available through Chase Paymentech.