

# Bank Account Information System

## INTRODUCTION:

The Treasury Department, consisting of the State Comptroller and State Treasurer, is required by Article VI § 3 of the Constitution of Maryland to approve all bank accounts used by state agencies. This brochure highlights the Bank Account Information System (BAIS), which permits the Treasury Department to process agency bank account requests online.

The BAIS allows state agencies to enter online requested bank account information normally submitted to the Comptroller's General Accounting Division (GAD) using the GAD X-1 form. State agencies can still submit this information manually; however, BAIS will speed up processing and provide efficiencies over the paper system.

The BAIS basically consists of four CICS screens, which contain the information now included on the GAD X-1 form and the GAD X-9 (electronic funds transfer request authorization) form. The fields on each screen are the same as the fields on the manual forms. Each screen has a "help" function key, and instructions have been provided where appropriate.

## GETTING STARTED:

If your agency is interested in using BAIS you must complete the "Customer Access Form" contained in this brochure. Once your customer form has been processed GAD will tell you when you can start using the system, and of any additional procedures required to obtain computer access to BAIS. You should be notified within 10 working days after we

receive your customer information. Remember, you can still use the current paper request procedures at any time even if you have been approved for BAIS.

## YOUR RESPONSIBILITIES:

You must ensure that your agency's fiscal officer and/or department head have approved all personnel authorized to process bank account requests. You are responsible for keeping the Treasury Department current concerning authorized personnel and your agency's bank account records. Changes can be submitted using any combination of communications, i.e., fax, mailed form, e-mail, or BAIS.

You are also responsible for submitting documentation, if necessary, to support your request for a bank account. The supporting documentation can be sent by fax, mail, e-mail message, or an e-mail attached MS Word document. You must notify the General Accounting Division (GAD) by e-mail once you have entered a BAIS request.

## TREASURY DEPARTMENT RESPONSIBILITIES:

GAD will be the initial point of contact concerning bank account requests. GAD will process your "customer access form" information and notify you when the processing has been completed. GAD will maintain the user security profile that authorizes all system users. Both GAD and Treasurer's Office personnel will maintain and control BAIS and the timely processing of all agency requests. GAD will produce special bank account active and inactive reports on request.

## FREQUENTLY ASKED QUESTIONS:

### What are the computer requirements to access BAIS?

You must have computer terminal or PC access to the Comptroller's Annapolis Data Center. Complete the customer access form information included as part of this brochure or contact GAD for additional information.

### Can I continue to submit paper requests after I have been approved for using BAIS?

Yes. Agencies are encouraged to use the new system; however, GAD will still accept paper requests.

### What are the advantages of using BAIS?

BAIS provides a quick and easy method to submit bank account requests to the Treasury Department. It also provides an electronic record of your request and Treasury Department approvals. There won't be any more lost records or uncertainty concerning the status of your request.

### How will I know the status of my electronic request?

BAIS will indicate the status of your request on the top right corner of the screen. GAD will also respond to your e-mail to confirm that we have received your requests.



**Can I print out all requests, i.e., pending and approved?**

You may screen print all the information pertaining to your agency.

**Do I have to submit additional information to support my request and if yes, how is this information submitted?**

Most requests for working fund bank accounts, bank accounts authorized by law, court order, trust agreement, or county funds do not require additional supporting documentation if this information has been included on the GAD X-1 screen.

In those cases where GAD requests or requires supporting documentation, i.e., unusual deposit and/or disbursement accounts, the information may be faxed, mailed, or e-mailed along with the GAD X-1 screen information.

**Once my agency has been authorized to use the BAIS, how do I communicate subsequent personnel user access changes to GAD?**

You may simply fax, mail or e-mail the changes to GAD. You must provide all the information contained on the customer access form.

**Treasury Department  
Bank Account Information System (BAIS)  
Customer Access Form\*\***

Date of request \_\_\_\_\_

Batch Agency Code \_\_\_\_\_ (enter three character R\*STARS code, or else leave blank)

Agency Name \_\_\_\_\_

\*Contact Name \_\_\_\_\_

\*Contact Address \_\_\_\_\_

\_\_\_\_\_

\*Contact City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\*Contact Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

(\*Contact is the person primarily responsible for the organization's fiscal activities).

User Name	Log on I.D.	Action requested- add, delete	Approved Y/N

Once completed - fax, mail or e-mail all the requested information to GAD, GAD will notify you when you can access BAIS using the CICS transaction "G251".

Check box if you want a copy of the BAIS PowerPoint presentation.

**\*\*Once your organization has access to the Comptroller's Annapolis Data Center (ADC), please complete requested customer access form information and send to GAD.**

- 1). If you do not have access, log on to the ADC web site: [www.adc.state.md.us](http://www.adc.state.md.us). A log on and password will be required, both of which are adc\_user. Select the ADC User Guide, which will help new customers.
- 2). Call the ADC Helpdesk at 410-260-7400 for assistance.

**WHOM DO I CONTACT IF I HAVE ANY QUESTIONS OR PROBLEMS USING THE SYSTEM?**

**Questions regarding processing, update user file and status:**

Jackie Avery 410-260-7464  
Fax: 410-974-3979  
e-mail: [javery@comp.state.md.us](mailto:javery@comp.state.md.us)

**Questions regarding banks or collateral:**

Kathy Wohlgemuth 410-260-7164  
Fax: 410-260-6057  
e-mail: [kwohlgemuthtreasurer.state.md.us](mailto:kwohlgemuthtreasurer.state.md.us)

**Any other questions:**

Tom Bibeault 410-260-7821  
Fax: 410-974-3979  
e-mail: [tbibeault@comp.state.md.us](mailto:tbibeault@comp.state.md.us)

**Mail correspondence to:**

Comptroller of Maryland  
General Accounting Division  
Louis L. Goldstein Treasury Building  
P.O. Box 746  
Annapolis, Maryland 21204-0746  
Attention: Jackie Avery

**For the deaf or hard-of-hearing:**

TTY users call via Maryland Relay at 711 in Maryland or 410-260-7157

TTY: 410-767-1967  
(Baltimore Metro Area)

If you need a reasonable accommodation for a disability, please contact us before you visit.

**NOTE: Please use this form for future adds and deletes**