March 22, 2007

FISCAL MEMORANDUM 07-01

TO: TTI Employees

SUBJECT: TTI Bank Change

**Effective with the March 30, 2007 biweekly payroll**, TTI will be changing banks from Bank of America to Wells Fargo.

If you have cashed your payroll checks at a Bank of America location and do NOT have a bank account with them, you may now cash your checks at any of the Wells Fargo banking center locations. If you do not have a Wells Fargo bank account, you will have to go inside one of the banking centers to cash your check. Listed below are the Wells Fargo banking centers in the Bryan/College Station area along with a link for searching other cities/locations.

Also, as a reminder, TTI offers direct deposit of payroll checks into your bank account. If you would like more information on payroll direct deposit, please contact TTI Human Resources at 845-9538.

**Effective with checks dated April 2, 2007, checks issued for travel reimbursements, travel advances, and purchase reimbursements** will be drawn on the new Wells Fargo bank account. We have been told that Wells Fargo will not charge TTI employees a fee to cash their reimbursement checks even if the employees do not have an account with Wells Fargo. Therefore, beginning April 2, the Business Office will discontinue stamping travel reimbursement and travel advance checks with the “TRAVEL” stamp which was required by Bank of America to avoid check cashing fees.

**Please continue to deposit or cash your payroll and reimbursement checks currently drawn on Bank of America in a timely manner as this account will be closed in the near future.**
Wells Fargo Banking Center locations in Bryan/College Station

**Bryan:**
3000 Briarcrest Drive – Intersection of Highway 6 and Briarcrest
501 N. Harvey Mitchell – Intersection of 2818 and Villa Maria

**College Station:**
1801 Rock Prairie Road – Intersection of Rock Prairie and Longmire
200 Southwest Parkway – Intersection of Texas Avenue and Southwest Parkway
321 University Drive – Next to the Dixie Chicken

There are also Wells Fargo banking centers in Franklin, Madisonville, Navasota, Iola, and Brenham. For banking center locations in your area, please go to https://www.wellsfargo.com/locator/ and select “Branches” in the Search for field, then enter your city and state in the Enter a Location field.

If you have any questions, please contact Marie Ethridge at 845-9595.

Don Bugh
Executive Associate Director