

**EVENTS TRUST FUND, MAJOR EVENTS REIMBURSEMENT PROGRAM
& MOTOR SPORTS RACING TRUST FUND
Updated September 1, 2015**

**DEPOSITS OF LOCAL SHARE
ARE DUE
NO LATER THAN 90 DAYS PAST THE END DATE OF THE EVENT**

Before sending funds to the Comptroller, be certain that you have received confirmation from the Office of the Governor (EventsFund@gov.texas.gov) that your event’s **attendance verification documentation** was received and accepted.

1. Before the funds are sent, please send an email to EventsFund@gov.texas.gov, Accounting@gov.texas.gov and funds.transfer@cpa.texas.gov notifying the Fund Managers that the payment is being sent.
Please include:
 - The Event Name and Project Code
 - Amount being sent
 - Anticipated date the payment will be sent

2. In the addenda information sent to the banking institution, please include the name of the event

3. See the routing instructions for sending the wire shown below

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:	State agency-300 Office of Governor- please make this note when transferring funds, Thanks!