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Dear Texas.gov Partner:

Texas.gov has been informed about a few jurisdictions scheduling their conversion from Texas.gov eFiling to TexFile. As each jurisdiction's conversion to TexFile is scheduled, there are a few considerations from the 118th Annual CDCAT Conference to which we would like to call your attention. Below are some items to remember from the presentation.

- **Refunds** – It is possible for each jurisdiction to initiate a refund through TPE up to one (1) year after the original transaction. Should a jurisdiction choose to process a refund, the refund will debit directly from the jurisdiction's bank account. Please review the bank account currently receiving eFiling credits, and insure it is enabled to support eFiling debits. Jurisdiction personnel will retain access to TPE for one year after the jurisdiction is converted to TexFile.
- **Chargebacks** – It is possible for jurisdiction constituents to initiate a chargeback up to one (1) year after the original transaction. Should a chargeback be initiated, the funds will debit from Texas.gov's bank account. Texas.gov will generate an invoice to the jurisdiction for reimbursement of the chargeback.
- **PCI SAQ** – Since refunds and chargebacks can process up to one (1) year after the original transaction, a PCI SAQ form will be needed from each jurisdiction one (1) year after the last transaction for that jurisdiction processes. If the jurisdiction anniversary date is 11/1/2013, and the last transaction is 12/1/2013, a PCI SAQ will be needed through 11/1/2014. If the jurisdiction anniversary date is 12/15/2013, and the last transaction is 12/1/2013, a PCI SAQ will NOT be needed in 2014. Texas.gov will continue to alert each impacted jurisdiction approximately four (4) months prior to their anniversary date. Please know, the PCI SAQ being completed for Texas.gov and eFiling is specific to transactions that process through Texas.gov. Please speak with the TexFile service provider about PCI requirements related to TexFile transactions.

Requesting Conversion - When a jurisdiction decides to schedule conversion to TexFile from eFiling, please update the below correspondence with jurisdiction specific information. An official communication is requested to be mailed to both Texas.gov Contracts Department, and the Department of Information Resources (DIR). Below is sample text of the communication a jurisdiction may provide on jurisdiction letterhead when converting to TexFile, and terminating Texas.gov eFiling services.

LETTEHEAD OF CUSTOMER (i.e. County)

Date

Texas NICUSA, LLC
 Attention: Caren Clark, Contracts Manager
 Email: caren.clark@egov.com
 100 Congress Avenue, Suite 600
 Austin, Texas 78701

Texas Department of Information Resources
 Attention: George Monnat, Contracts Manager
 Email: George.monnat@dir.texas.gov
 300 W. 15th Street, Suite 1300
 Austin, Texas 78701

Re: **Notice of Termination of eFiling Services for** _____ jurisdiction
 name(s) _____ ("Customer") **effective as of**
 _____ Date _____ ("Effective Date")

Dear Sir/Madam:

Pursuant to Section 10.5 of the eFiling Agreement between the State of Texas, acting by and through the Texas Department of Information Resources, Texas NICUSA, LLC and _____ jurisdiction name(s) _____ ("eFiling Agreement"), the purpose of this correspondence is to provide written **Notice of Termination of eFiling Services effective as of _____ Date**.

Also in accordance with Section 10.5 of the eFiling Agreement, this written notice is being given **no less** than 45 days prior to the Effective Date.

_____ jurisdiction name(s) _____ acknowledges it understands that eFiling Services will no longer be provided by Texas.gov as of 11:59 PM of the day prior to the Effective Date.

Sincerely,

Signatory Authority

Please note, that at 11:59 p.m. Central Time, on the night prior to the above effective date the following functions will occur.

- The specified jurisdiction will be removed from the Service Provider sites.

- New filings can no longer be submitted.
- Existing filings will remain available for 30 days.
- eFiling Logins will be disabled for jurisdiction personnel.
- No functions will be available through the eFiling User Interface.

Filings submitted on the conversion date, even after 5:00 p.m., will need to be disposed, and final jurisdiction close-out reports generated prior to 11:59 p.m. that day.

Thank you for partnering with Texas.gov and enabling electronic filing for our fellow Texans.

Please contact the Texas.gov Service Desk at txservicedesk@egov.com, should there be Texas.gov questions. Please contact the TexFile project manager at brian.mcgrath@tylertech.com should there be TexFile questions.

Thank you
Randy

Randall J. (Randy) Storm
TPE Administrator

Texas.gov

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