



COUNTY of GALVESTON
COUNTY COURTHOUSE

722 MOODY AVENUE 2nd FLOOR GALVESTON, TEXAS 77550

Date: May 11, 2026

Subject: Transition to PaymentWorks and ACH Payments

Dear Vendor,

Galveston County is implementing a new, secure vendor onboarding and management platform, **PaymentWorks**, to improve the accuracy, efficiency, and security of our vendor records and payment processes. This transition supports our ongoing efforts to strengthen financial controls, reduce fraud risk, and streamline communication with our vendor community.

Beginning **May 18, 2026**, all new and existing vendors will be required to complete their electronic vendor profile through PaymentWorks. This includes submission or confirmation of:

- Legal business name and tax identification information
- Remittance and contact information
- W-9 documentation
- Banking information for electronic payments (ACH)
- Any additional documentation required for compliance with County, State, or Federal regulations

You will receive an email invitation directly from PaymentWorks with a secure link to complete your registration. Please note that Galveston County will **never** request sensitive information such as banking details via email outside the PaymentWorks platform.

As part of this transition, Galveston County is also moving away from paper check payments. To improve payment timeliness and strengthen financial controls, the County will increasingly utilize **ACH electronic payments** as the primary method of remittance. ACH reduces the risk of lost or stolen checks, shortens payment timelines, and supports more efficient reconciliation.

Vendors who do not complete ACH setup may experience delays, as paper checks will be phased out except where required by law or specific County policy. Timely completion of your PaymentWorks profile is necessary to ensure uninterrupted processing of purchase orders and payments. Vendors who do not complete registration may experience delays until onboarding is finalized.

If you have questions or need assistance during the onboarding process, please contact:

Galveston County Purchasing Email: vendorregistration@galvestoncountytexas.gov
Phone: 409-770-5380

We appreciate your cooperation as we implement these important improvements to our vendor management and payment systems. Thank you for your continued partnership with Galveston County.