Comptroller of Public Accounts FORM 70-223 (Rev.5-09/8)

Print completed form and obtain required signatures. Attach to UTSA - Texas Comptroller of Public Accounts - Fiscal Management Systems Access and Maintenance Request form. Send original forms to the appropriate UTSA Security Coordinator as per Administrative Operational Guideline 1.7-Security Access Management and Control. Do NOT send this form to the address below. For questions, contact Director of Accounting Services (210-458-4826) or Director, Financial Services and University Bursar (210-458-4221).

CONFIDENTIAL TAX / VENDOR INFORMATION AGREEMENT

Under Ch. 559, Government Code, you are entitled to review, request and correct information we have on file about you, with limited exceptions in accordance with Ch. 552, Government Code. To request information for review or to request error correction, contact your employing agency.

Name	Position
Agency or Company **Agency 743 - University of Texas at San Antonio**	Division

I understand that all information concerning any taxpayer or vendor which may come to my knowledge while using any computer system of the Comptroller of Public Accounts or otherwise provided by the Comptroller's office is to be held in strictest confidence and may not be disclosed except as provided in the Comptroller's Disclosure Policy.

I understand that any unauthorized disclosure of confidential information may be punished by up to one year imprisonment and/or a $1,000 fine. Tex. Gov't. Code §552.352, Tex. Tax Code §171.361(b). I also understand that any unauthorized access, viewing, use or disclosure of federal tax information is a felony offense punishable by up to 5 years imprisonment, a $5,000 fine and possible civil damages. 26 U.S.C. §§7213, 7213A, and 7431.

I understand that computer system password(s) I receive or devise are confidential. I will not disclose to any unauthorized person any password(s) which I am given or devise, and I will not write down such password(s) or post them where they may be viewed by unauthorized people. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of any passwords that I receive or devise. I agree to abide by all written conditions and restrictions imposed by the Comptroller's Data Security Administrator. I agree NOT to attempt to circumvent the computer security system. I understand that use of a password not issued specifically to me or to a group of which I am a member is expressly prohibited. I also understand that failure to observe these restrictions constitutes a Breach of Computer Security, and that such an offense may constitute a first degree felony. Tex. Pen. Code §33.02.

I understand that any copyrighted material, including but not limited to commercial computer software that may be made available to me for my use by the Comptroller's office, is protected by copyright laws and is not to be copied for any reason without permission from the copyright owner. I understand that the violation of copyright laws may result in fines, imprisonment and/or immediate dismissal from employment.

Signature	Date
sign here	

Reviewed & explained by	Title	Date
sign here		

For User Agency: Please retain the completed form with original signature as per the ***Agreement by User Agency for Maintenance of the Confidential Tax/Vendor Information Agreement (CTIA)***.

a. The USER AGENCY will indicate on the access request that the signed original CTIA is on file.
b. The USER AGENCY will maintain the original signed CTIA for the duration of the user's employment with the USER AGENCY, plus five years.
c. The original signed CTIAs that the USER AGENCY maintains will be available for audit by staff of the CPA, the Texas State Auditor, the Texas Department of Information Resources, and other authorized auditors, upon request.
d. This agreement binds any successor to the USER AGENCY and/or RESPONSIBLE PARTY.

For additional information, contact: Access Management
IT Infrastructure
Texas Comptroller of Public Accounts
111 E. 17th Street
Austin, TX 78774
(800) 531-5441, ext. 3-4357

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