



ReloFact: Paying a Third Party Service Provider (TPSP)

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Upon completion of your PRA, a Relocard (prepaid reloadable Visa card) was issued and mailed to you. The Relocard should be used to complete all of your relocation transactions. The Relocard can be used everywhere Visa is accepted. If your TPSP does not have a point-of-sale terminal, or does not accept Visa, you can pay for the services in the following way:

1. You can withdraw cash from an ABM using your Relocard and PIN. Your Relocard is accepted at ABMs with the PLUS logo on them. Please review your card agreement for details
2. You can complete an Electronic Funds Transfer (EFT) to the TPSP's commercial account following the instruction below

Steps Required to pay a TPSP

1. Prior to initiating an EFT request, it is your responsibility to ensure that the necessary funds are available on the Relocard. You can verify your Relocard balance at www.bgrs.berkeleypayment.com
2. Once funding has been confirmed, print off this form and enter the TPSP's commercial banking information in the fields below
3. Upload this document to your MSW in "Documents" under "Origin" and notify your BGRS Agent to complete the EFT. Please note that the EFT process can take up to 3 business days after the form has been uploaded and acknowledged by your BGRS Agent.

BGRS MOVE NUMBER	
PAYMENT AMOUNT	
VENDOR NAME	
VENDOR TAX ID	
VENDOR BANK ID	
VENDOR BANK TRANSIT NUMBER	
VENDOR BANK ACCOUNT NUMBER	