

EFT IS MANDATORY

FOR VENDOR PAYMENTS AND EMPLOYEE TRAVEL PAYMENTS

(UNLESS A WAIVER IS GRANTED)

Public Law (PL) 104-134, the Debt Collection Improvement Act of 1996, requires that all federal payments, with few exceptions, be made via Electronic Funds Transfer (EFT).

Reference: Department of the Army, U.S. Army Corps of Engineers, CERM-F Letter dated 8 Feb 1999,
Subject: Implementation for Electronic Funds Transfer (EFT) for Federal Payments

In order to comply with this requirement, complete the Direct Deposit Form on the back of this notice and return it. If you are unsure of routing or account numbers, consult with your financial institution to fill out the bottom portion of the form. Once EFT is established, instead of receiving checks, you will have payments directly deposited into your checking or savings account. (If you have already signed up, please disregard).

Utility and Phone Companies – In order to facilitate establishing acceptable invoice numbers, please call the point of contact

POINT OF CONTACT for questions is Michael T. Rye: Commercial (901) 874-8543; DSN 882-8543; Fax (901) 874-8574; or E-mail michael.t.rye@usace.army.mil

INSTRUCTIONS FOR COMPLETING FORM UFC-DISB-4

- 1) Vendors and/or travelers should indicate if this transaction is an "add", as a new Direct Deposit to be set up; or a change to the already existing information. USACE employees already on payroll Direct Deposit that have not already completed a form for travel reimbursements should mark "Add".
- 2) Include the EROC (example: K5) that is on the check sent to you for contract payment. Prepare one form for each different EROC
- 3) Include the Name Or Company as it appears on the check the contract was written to Bill and Betty Smith, the bill and Direct Deposit form should include both names, not just Bill. If you are a Corps Employee, this will be your name.
- 4) This address is the physical address of the business. If you are a Corps employee, this is your home address
- 5) The city, state, and zip that match the physical address
- 6) The mailing address will include any and all remit to/payment addresses that are different from the physical address. (If more space is needed, include as attachment page with all addresses listed). This is VERY IMPORTANT the routing and bank account number is loaded on specific payment addresses.
- 7) Include Daytime phone number and/or an E-mail address in case there are questions concerning the completed form.
- 8) Check if the bank account number furnished is checking account.
- 9) Check if the bank account number furnished is saving account
- 10) Include bank account number, one number in each slot. This number for checking account is located on the bottom portion of your checks. Usually after a nine digit number. *Do not include a check number, which sometimes appears in front or behind the actual account number*
- 11) The full name of your bank
- 12) The actual street address or PO BOX of your bank/financial institution.
- 13) The City, State, and correct Zip Code of your bank/financial institution
- 14) The Bank's Routing number. This is your bank's identification number in the Federal Reserve System (*Every bank's routing number consists of exactly nine numeric numbers*) to locate your bank's routing number: look at the bottom of your check at those series of numbers at the bottom. You should find a series of nine numbers either "off to themselves" or between colons, this is your bank's routing number
- 15) **ACCOUNT TITLE AS IT APPEARS ON THE CHECK**
- 16) "For Corporations and Businesses use the companies IRS Tax ID number. For Sole Proprietorships and Individuals write your social security number
- 17) Forms for businesses should be signed by a company officer. Forms for Employees/individuals should be signed by the specific person.
- 18) Date of Authorization (i.e.. the Date Signed)

LOOK AT YOUR TREASURY CHECK	
	Check #
<i>CONTRACT NUMBER</i>	
<i>EROC</i>	
<i>Company name and Address</i>	

John Citizen	Check ###
Your Address	
Your Bank	Date _____, 20__
Pay to the Order of _____ \$ _____	
_____ Dollars	
Bank Name	
Bank Address	
Bank City/State/Zip	
: 123456789: Check ### Your Account Number	

COMPLETED FORMS MAY BE FAXED TO OUR DISBURSING OFFICE
(901) 874-8572 OR (901) 874-8574