

**Association Enrollment Form for  
Direct Deposit of  
State of Delaware Vendor Payments**

**Association's Contact Information**

Association Name		
Association EI Number		Is this EI Number New or Existing (Circle one)
Association Contact		
Association Address (must match address on DE W-9)		
Phone Number		
Fax Number		
Email		

**Association's Banking Information**

(Attach a VOIDED Check )

Bank Name	
Bank ABA Number (nine digits)	
Account Number (no spaces or dashes)	
Account Type (Checking or Savings)	

**For DelDOT Use Only**

State Agency Enrolling the Vendor (DDS) 55-047070 Contact Linda Stump

Phone Number 760-2085 \_\_\_\_\_ Email linda.stump@state.de.us

## **Instructions for Making Payments by Direct Deposit (Automated ACH)**

### **How it works:**

Making ACH payments to a vendor who is enrolled in this program is the same DFMS process as making a check payment. The Vendor Number determines if the payment is a check or an ACH payment. Once a Vendor number is enrolled in this Direct Deposit (Automated ACH) program, any Payment to that Vendor Number will create a Direct Deposit Payment. If the Vendor receives other State Vendor Payments (perhaps from a different State Agency) and they do not want to receive it in the same account, you will need to create a new Vendor Number (different suffix) for the ACH payment.

You also need to schedule the payment to be processed two business days before the due date. The ACH transactions will be delivered to the Vendor's Bank account on the "effective date" of the payment. The effective date of the payment will be two business days after it is processed by DFMS.

That is basically how the program works. If you have any questions, please contact Rich Elliott at (302) 744-1011 or rich.elliott@state.de.us.

### **Detailed Instructions:**

To make a Direct Deposit (Automated ACH) payment to an enrolled Vendor:

1. Find the Vendor Number in the DFMS Vendor Table that is designated for ACH Payments.
2. Create a PV using that Vendor Number. In the description indicate the date the document needs to process in order to pay the vendor ON TIME. In other words, indicate the date that is two business days prior to the due date.
3. Process the PV in the accounting system and deliver the document to your State Accountant by 3:30 PM on the day it must be processed.

That concludes the steps required to make a payment to the Vendor in the Direct Deposit (Automated ACH) payment process.