# Rules of Office of Administration

# Division 10—Commissioner of Administration Chapter 9—Requirements for Direct Deposit of Vendor Payments

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# Title 1—OFFICE OF ADMINISTRATION

Division 10—Commissioner of Administration Chapter 9—Requirements for Direct Deposit of Vendor Payments

### 1 CSR 10-9.010 Requirements for Direct Deposit of Vendor Payments

PURPOSE: This rule describes the requirements established to allow vendors on the Statewide Vendor File to participate in the direct deposit of vendor payments.

Editor's Note: This rule is used in conjunction with 15 CSR 50-3.

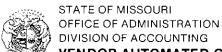
- (1) Vendors on the Statewide Vendor File desiring to participate in the state's direct deposit program must complete section A of the Vendor Automated Clearing House Application form (Exhibit A). The form is provided by any state agency to the vendor who shall be responsible for completing section B before forwarding it to the Office of Administration, Division of Accounting. The completed application authorizes the Office of Administration to deposit (credit) a vendor's designated checking or savings account for the amount of a required payment. It also authorizes a vendor's account to be debited only when an error has occurred resulting in an erroneous payment to the vendor.
- (2) Direct deposit of vendor payments will begin following the submission of a properly completed application form to the Office of Administration, Division of Accounting, the successful processing of a test transaction through the banking system and the election by a state agency to make payment to a participating vendor using the direct deposit option.
- (3) The state will conduct vendor direct deposit through the automated clearing house system, utilizing an originating depository financial institution. The rules of the National Automated Clearing House Association and its member local Automated Clearing House Associations shall apply, as limited or modified by law.

Auth: section 33.155, RSMo (Cum. Supp. 1990).\* Emergency rule filed Aug. 25, 1992, effective Oct. 1, 1992, expired Jan. 28, 1993. Emergency rule filed Dec. 30, 1992, effective Jan. 29, 1993, expired May 28, 1993. Original rule filed Aug. 25, 1992, effective April 8, 1993.

\*Original authority 1990.



### EXHIBIT A



## **VENDOR AUTOMATED CLEARING HOUSE APPLICATION**

SECTION A - TO BE COMPLETED BY THE VENDOR A VOIDED CHECK OR DEPOSIT TICKET MUST	· · · · · · · · · · · · · · · · · · ·	E INSTRUCTION	IS ON REVERSE SIDE
VENDOR NUMBER			
VENDOR/COMPANY NAME			
VENDOR/COMPANY ADDRESS			
	,		
TVOS OS ADDUCATION			
TYPE OF APPLICATION  NEW CHANGE CANCEL			
TYPE OF ACCOUNT - CHECK ONLY ONE			
C (CHECKING) S (SAVINGS)			
DEPOSITOR ACCOUNT NUMBER			
		1	1
FINANCIAL INSTITUTION NAME			
FINANCIAL INSTITUTION ADDRESS			
JMBER & STREET CITY	STATE	ZIP	PHONE NUMBER
JMBER & STREET	SIAIL	211	THORE WOMBER
A. INITIATE CREDIT ENTRIES (DEPOSITS) AN ADJUSTMENTS FOR ANY CREDIT ENTRIES  B. TERMINATE MY ENROLLMENT IN THE PROOF ALL OF MY PAYMENTS FOR ANY REAS  C. I UNDERSTAND THAT THIS DOCUMENT S	S MADE IN ERROR TO OGRAM IF THE STATE SON. SHALL NOT CONSTITU	) MY ACCOUNT. E IS LEGALLY OBLI JTE AN AMENDME	GATED TO WITHHOLD PART NT OR ASSIGNMENT, OF ANY
NATURE WHATSOEVER, OF ANY CONTRA	.CT, PURCHASE ORDE	ER, OR OBLIGATIO	N THAT I MAY HAVE WITH AN
AGENCY OF THE STATE OF MISSOURI.			
. AUTHORIZED VENDOR/COMPANY SIGNATURE		<del></del>	
. AUTHORIZED VENDON/OOM AVI GIGINATOTIE			
HONE NUMBER			DATE
<u> </u>			
SECTION B - FOR STATE OF MISSOURI USE ONLY			
I HAVE REVIEWED THE VENDOR INFORMATION F	EOD COMPLETENESS	AND ACCURACY	
1 MAYE REVIEWED THE VENDOR INFORMATION I	LOU COMETE LEVESS	AND ACCOUNCE.	
UTHORIZED SIGNATURE	DATE		PHONE NUMBER



Below are general instructions for completion of the Vendor Automated Clearing House Application. It is important to note the following regarding the State of Missouri's ACH electronic transfer process:

If you have questions regarding the receipt of your ACH electronic transfer at your financial institution or the ACH electronic transfer process, you should contact your financial institution.

If you have questions regarding completion of the application form, contact the ACH Coordinator with the Office of Administration, Division of Accounting.

If you are approved by the Division of Accounting for ACH electronic transfer of payments and you receive a paper check, you must contact the agency with whom you conducted business. The method of payment is the agency's decision.

#### SECTION A COMPLETION INSTRUCTIONS - VENDOR

- 1. Complete Section A:
  - a. **Vendor Number** The vendor number is the number assigned to you by the Office of Administration, Division of Purchasing and Materials Management. Contact the state agency who buys your products or services or the Division of Purchasing and Materials Management if you are unsure of your vendor number.
  - b. Routing Number Your financial institution's routing number is printed on the bottom left hand portion of your business checks or deposit tickets (9 digits).
  - c. Depositor Account Number Your depositor account number is printed on the bottom of your business checks following the routing number. NOTE: Check number is not included in the depositor account number. PLEASE VERIFY YOUR DEPOSITOR ACCOUNT NUMBER AND ELECTRONIC ROUTING NUMBER WITH YOUR FINANCIAL INSTITUTION.
- 2. Attach a voided business check or a deposit ticket to the back of the original (white copy) of this application. This is necessary to verify your account information with your financial institution.
- 3. Return completed application to the state agency or the Division of Accounting, Truman Building, P.O. Box 809, Jefferson City, MO 65102.
- 4. ACH Transactions will be initiated approximately 30 days after a properly completed application is approved by the Division of Accounting.
- 5. Changing Financial Institution or Depositor Account Vendor ACH Transactions will continue to be deposited into your designated account at your financial institution until the Division of Accounting is notified that you wish to redesignate your account and/or your financial institution. To redesignate, complete and submit a new Vendor Automated Clearing House application with the new information and forward to the state agency listed on your original application or the Division of Accounting at the above address. PLEASE DO NOT CLOSE AN OLD ACCOUNT UNTIL THE FIRST PAYMENT IS DEPOSITED INTO YOUR NEW ACCOUNT.
- 6. To delete your ACH electronic transfer you should either complete an application form with the cancel box in item #4 checked or send a signed letter to the ACH Coordinator, Division of Accounting, Truman Building, P.O. Box 809, Jefferson City, MO 65102. All of the information contained on the form must be included for a cancellation.

### **SECTION B COMPLETION INSTRUCTIONS - AGENCY**

- 1. Vendor Number Verify vendor information per the statewide vendor file.
- 2. Sign, date and list your phone number.
- 3. Forward to the Office of Administration, Division of Accounting.

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