



EFT IS MANDATORY (UNLESS A WAIVER IS GRANTED) FOR VENDOR PAYMENTS AND EMPLOYEE TRAVEL PAYMENTS

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

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).

In order to comply with this requirement, complete the Direct Deposit Form on the back of this notice and return. 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 Companies 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 901-874-8572, DSN 882-8572; E-mail
address, michael.t.rye@usace.army.mil

MAIL COMPLETED FORM TO:

USACE FINANCE CENTER
ATTN EFT/DISBURSING
5722 INTEGRITY DRIVE
MILLINGTON TN 38054-5005

Listed below are instructions for completing form UFC-DISB-4.

1. Vendors and/or travelers should indicate if this is an add as a new Direct Deposit to be set up or a change or cancellation. USACE employees already on payroll Direct Deposit who have not completed a travel form should mark ADD.
2. Include the Corps of Engineers District name (example: Savannah) or EROC (example: K6) that wrote the contract authorizing payment. If more than one District issued contracts, prepare a separate form for each District.
3. Include the Name or Company as it appears on the invoice. If the contract was written to Bill and Betty Smith, the bill and Direct Deposit form should include both names not Bill Smith. (Travelers please print your name).
4. This address should be the physical address of the business. (Travelers this is normally your home address).
5. The city and state that match the physical address.
6. The mailing address should include any and all Remit to/payment addresses that are different from the physical address. (If more space is needed, include an attachment page with all addresses listed). This is VERY IMPORTANT since we load the routing and bank account numbers on each payment address.
7. Include daytime phone number in case there are questions concerning the completed form.
8. Check if the depositor account number furnished is a checking account.
9. Check if the depositor account number furnished is a savings account.
10. Include financial institution account number, one number in each slot. This number can be found on the front of the check.
11. The full name of the financial institution for the account.
12. Physical address of the financial institution.
13. City and state, including zip code.
14. The routing number for the financial institution. It is located on the face of the check. This is always a nine digit NUMBER. Enter one number in each space.
15. Depositor account title is the name registered with the bank on the bank account.
16. For businesses include the IRS tax ID number. For an individual use the social security number.
17. Businesses should have a signature of an officer of the company. Individuals should sign. If the Direct Deposit form/contract is written in the name of Bill and Betty Smith, both individuals should sign.
18. Date of the authorization.