Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	270.401	1 of 2	July 1, 2003 Revised 1/21/10
Subject	PROCESSING ELECTRONIC FUND TRANSFERS (DIRECT DEPOSIT) OF STATE PAYMENTS		

1. The State of Iowa began the direct depositing of certain assistance payments in late 1977. The option for state employees to have their paycheck direct deposited was added in early 1978. Through the years, the direct deposit option for numerous high volume, recurring payments has been offered. The option for the direct deposit of state employee travel reimbursement was added in 1993. In 1994, the option for the direct deposit of payments from the State of Iowa was made available to any vendor of the State.
2. In order for an employee to have travel reimbursements direct deposited, the employee must have their paycheck direct deposited. The travel reimbursement will be deposited into the same account as the employee's paycheck.
3. Vendors requesting payments be direct deposited must complete a form requesting direct deposit and indicating the bank account numbers to be used for the deposit. Payments are deposited into the financial institution of the claimant's choice three working days from the issue date of the direct deposit. Below is a link to the form to be completed in order for vendors to have payments direct deposited.

EFT Authorization Form

Direct Deposit Authorization Form

DAS

SECTION 1 – TRANSACTION TYPE

SECTION 2 – BUSINESS / INDIVIDUAL IDENTIFICATION INFORMATION

SECTION 3 – BANKING INFORMATION

SECTION 4 – REQUIRED VENDOR AUTHORIZATION FOR ADD, CHANGE OR CANCELATION

Mail or Fax Completed Form to: Dept. Admin Services-State Accounting Enterprise
Attn: EFT Coordinator
Hoover State Office Building, 3rd FL
Des Moines, Iowa 50319

Fax Number (515) 281-5255

Phone Number (515) 281-0246

4. After a vendor has been set up on I/3 for direct deposit, the I/3 system will automatically default to EFT (direct deposit). (If a department wishes a payment to be paid by a warrant, it is the department's responsibility to flag I/3 to execute a warrant. To execute a warrant the department must go into disbursement options and set the disbursement format to reg. on each individual payment that is made. The same process is used for state employee travel reimbursements.)
5. Vendors and travelers will receive an EFT Remittance Advice. Below is a sample EFT advice and explanation of the different data fields included. The letters below correspond to the letters on the EFT Remittance Advice.

a. Account codes to which the expense has been charged.

b. Issue date of the direct deposit.

c. Direct Deposit number (number to use when looking up on OUTS).

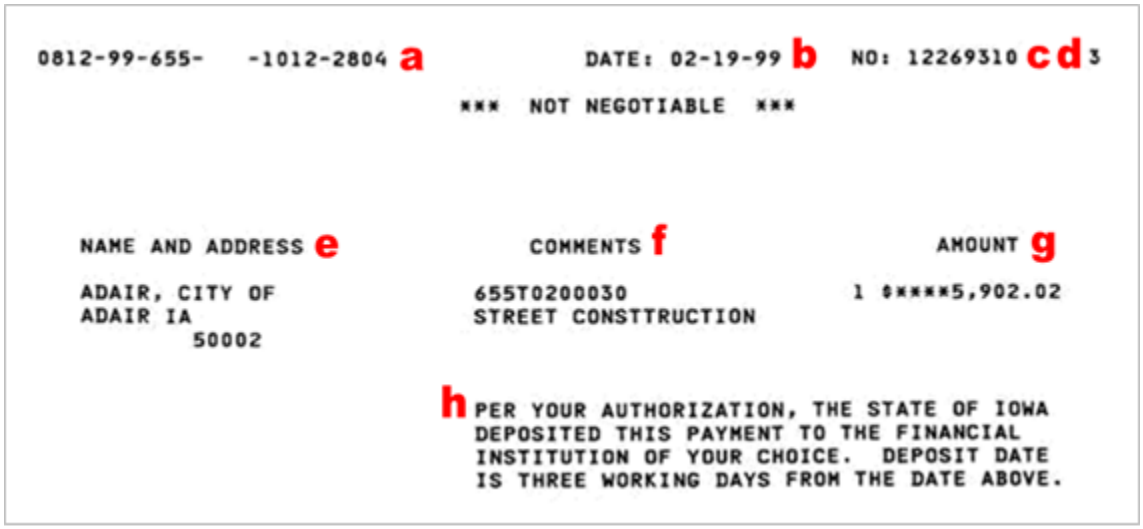
d. For internal use. A number may not always appear here.

e. Name and Address of the claimant (up to 24 alpha and/or numeric characters per line).

f. First 3 description lines from the detail lines of the document.

g. The total amount of the warrant.

h. Information indicating when the deposit will be made in the claimant's account.



0812-99-655- -1012-2804 a DATE: 02-19-99 b NO: 12269310 c d 3

*** NOT NEGOTIABLE ***

NAME AND ADDRESS e | COMMENTS f | AMOUNT g

ADAIR, CITY OF
ADAIR IA
50002

655T0200030
STREET CONSTTRUCTION

1 $****5,902.02

h PER YOUR AUTHORIZATION, THE STATE OF IOWA DEPOSITED THIS PAYMENT TO THE FINANCIAL INSTITUTION OF YOUR CHOICE. DEPOSIT DATE IS THREE WORKING DAYS FROM THE DATE ABOVE.

6. Questions related to the direct depositing of payments from the State should be addressed to DAS-SAE at (515) 490-9341.