Department of Administrative Services - State Accounting Enterprise

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

- 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.

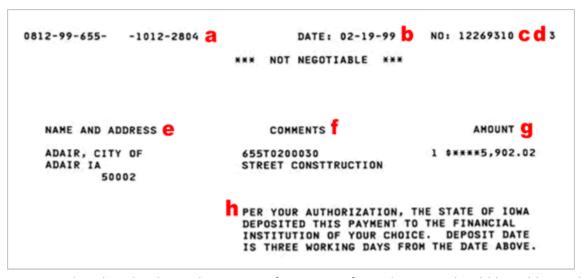
EFT Authorization Form

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Representative Name Representative Titu	*
Signatures	
Date Provi Numb	6R
SECTION 4 - REQUIRED VENDOR AUTHORIZATION FOR ADD, CHANGE OF	R CANCEL ATION
I hereby authorize the Department of Administrative Services to deposit payments from the State	of lows to the account designated or
One form and to intitate any adjustments or debt entities to this account for any entities deposits understand that the fitate of time can only deposit funds into one financial institution and account.	In the amount of the error only, I dis-
I cartify that I am authorized to enter into this agreement as the account hadder or on behalf of the	account halder.
AUTHORIZED NAME Trus	Dete
	ER_
Mail or Fax Completed Form to: Dept. Admin Services-State Accounting Enterprise Adm: EFT Coordinator	
	one Number (5) 201-0246

Department of Administrative Services - State Accounting Enterprise

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			Revised 1/21/10		
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- 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.



6. Questions related to the direct depositing of payments from the State should be addressed to DAS-SAE at (515) 281-0246.