



Department of Financial Services
Division of Accounting and Auditing – Bureau of Vendor Relations

Vendor Direct Deposit Authorization

Completed form required for processing. Please see attached instructions.

Section 1: Transaction Type

☐ New request (Set up initial direct deposit) ☐ Change request (Making any changes to your direct deposit)

Section 2: Authorization for Setup or Changes

Social Security number *or* Federal Employer's Identification Number

Business Name

Business fax number

Business phone number/s

Business mailing address

City

State

ZIP code

I authorize Direct Deposit Section to verify with the Financial Institution the accuracy of the account information provided. I authorize the State of Florida to initiate credit entries and, if necessary, a debit entry in order to reverse a credit entry made in error in accordance with NACHA rules. I authorize these payment instructions and accept the terms and conditions for Electronic Funds Transfer payments on the reverse side of this form.

Authorized Signature

Title

Printed Name

Date

Email Address

Financial Institution name

Type of Account (*check one*)

☐

Checking

☐

Savings

Business Name on Account

Routing Number

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Customer Account Number

☐

Check this box to confirm the authorized signer has included a copy of their government issued, photographic identification. (Examples: driver's license, passport or another form of government issued, photographic identification)

Section 3: Financial Institution (Example: Bank or Credit Union)

I have verified that the account and transit-routing numbers provided above are correct. I have further verified that the person signing as the payee is an authorized signer on the account specified above.

Representative Name

Representative
Signature

Title of Representative

Date

Business fax number

Business phone
number

Mailing address

City

State

ZIP code

Section 4: International ACH Transactions (Funds transferred to a foreign country)

☐

Check this box if your funds are deposited in a U.S. financial institution and the entire amount is subsequently forwarded to a financial institution in a foreign country. See the instruction page for further information on International ACH Transactions

For Florida Department of Financial Services Use Only

DM:

COMP:

FC:

VMP:

VV:

VB:

VVC:

APPR:

Comments:

Mail the ORIGINAL form to the address below

Department of Financial Services
Direct Deposit Section
200 East Gaines Street
Tallahassee, Florida 32399-0359

Please do not submit an incomplete form



Department of Financial Services
Division of Accounting and Auditing – Bureau of Vendor Relations

Instructions for Direct Deposit Authorization

Please complete the form in its entirety. We must be able to validate all information to make payment via direct deposit. Requests may be submitted after having received at least one (1) payment from the State of Florida via warrant within the past 12 months.

Section 1: Transaction Type: Select the appropriate transaction type(s):

- **New request** - Select this box if you have never received payment from the State of Florida by direct deposit.
- **Change** - If payee has a current direct deposit with the state and is requesting a change to the record. (Example: change of payee name, financial institution, account number and etc.)

Section 2: Authorization for Setup or Changes: Enter the information of the Payee.

Note: *The social security number is required to be collected pursuant to 26 USC 6109, and will only be used for the purpose of complying with filing requirements imposed by the Internal Revenue Code and to comply with Section 119.071(5)(a)7, F.S.*

The name on the Direct Deposit Payment Authorization Form must match the Payee name on file with the State of Florida Vendor payment system for payments to be sent electronically. If you are currently receiving payments via State warrant, you should list the first line of Payee exactly as it appears on the State of Florida warrant. If you are a caregiver or Guardian Ad Litem, please enter your name as the business name.

Business phone number means phone number registered in the business name.

Include a copy of the authorized signer's current government issued, photographic identification. (Example: driver's license, passport or another form of government issued, photographic identification). An authorized signer is someone with permission to write checks and perform other actions for the owner of the account.

Original signatures are required from both the Authorized Signer and the Bank Representative. Mail the original signed form to the Department of Financial Services, Direct Deposit Section, 200 East Gaines Street, Tallahassee, Florida 32399-0359.

Section 3: Financial Institution: Contact your financial institution to confirm your direct deposit account information. Have the completed form signed by a Representative of the Financial Institution. Enter name of your financial institution, type of account checking or saving, the business or individual name the bank account is listed under, the routing number and account number. Verification will be conducted by the Department, via a telephone call to the Authorized Signer, to confirm the business name, account and transit-routing information of the financial institution.

Section 4: International ACH Transactions (IAT): Check this box if your funds are deposited in a U.S. financial institution and the entire amount is subsequently forwarded to a financial institution in a foreign country. Banking industry rules require the State, as originator of electronic payments, to identify payments where the entire payment amount is subsequently transferred to a financial institution outside the United States. The rules are referred to as "International ACH Transaction (IAT) rules" and are pursuant to requirements of the Office of Foreign Assets Control (OFAC), which is part of the United States Treasury. If an electronic payment is identified as an IAT transaction, the electronic payment must be sent to your financial institution in a special format. Contact your Financial Institution to see if IAT rules apply to you.

The State of Florida does not send payments electronically to financial institutions outside the United States.

Terms and Conditions

Processing time is approximately 6 to 8 weeks following receipt of the completed form. Please complete all information requested on this form. Providing account information does not authorize the State of Florida to access account activity on your account.

We will initiate a pre-notification to your financial institution prior to making payment based on this authorization. The pre-notification is a zero dollar entry transmitted to your financial institution for the purpose of verifying the accuracy of the account and transit-routing numbers provided and entered into our system.

An authorized signer of the payee must make any changes to their direct deposit information provided by submitting a new form. Changes to account information will cause the original authorization to be immediately inactivated and the new account information will be processed as described above. The authorization will remain in effect until terminated in writing with sufficient notice to the State to allow adequate time to effect termination. The State will not be responsible for any loss that may arise solely by reason of error, mistake or fraud regarding information provided on this Direct Deposit Payment Authorization Form.

The State cannot send payments to different accounts at this time. All payments from the State of Florida will be sent to the single account you designate.

Please email questions to DirectDeposit@MyFloridaCFO.com or call (850) 413-5517.