

## **EFT Electronic Funds Transfer**

The USACE Finance Center has implemented electronic fund transfer utilizing FEDLINE through the Department of Treasury. This process was a major undertaking and is a milestone for the USACE Finance and Accounting Community. In accordance with federal mandate, all federal payments will be made by electronic transfer by early calendar year 99.

For the initial EFT transactions, we used the CEFMS travel functionality wherein a travel voucher payment was deposited directly into the traveler's personal bank account. All types of payments will be made by EFT as we continue to receive and load the appropriate "routing" information for employees, contracts, and other vendors.

### **US ARMY CORPS OF ENGINEERS ELECTRONIC PAYMENTS/DIRECT DEPOSIT**

- 1. The Debt Collection Improvement Act of 1996 provided that Federal payments shall be made by electronic funds transfer (EFT). The Corps issues electronic corporate payments through the Automated Clearing House (ACH) network using the Corporate Trade Exchange (CTX) payment format. Instead of receiving checks, you will have payments directly deposited into your checking or savings account.**
- 2. The benefits of receiving payments electronically are no lost or stolen checks, no deposit delays, prompt availability of funds, fully traceable payments, and decrease in fraud.**
- 3. EFT/Direct Deposit payments are available for vendors who have active contracts with the following locations and Corps travelers working for these sites should also sign up for EFT:**

**Alaska District, Albuquerque District, Buffalo District, Charleston District, Chicago District, Cold Regions Research & Engineering Laboratory, Construction Engineering Research Laboratory, Detroit District, Fort Worth District, Galveston District, Great Lakes and Ohio River Division, Great Lakes Regional Headquarters, Huntington District, Huntsville U.S. Army Engineering & Support Center, Jacksonville District, Kansas City District, Little Rock District, Louisville District, Memphis District, Mississippi Valley Division, Missouri River Regional Headquarters, Mobile District, Nashville District, New Orleans District, Northwestern Division, Ohio River Regional Headquarters, Omaha District, Pittsburgh District, Portland District, Rock Island District, Saint Louis District, Saint Paul District, Savannah District, Seattle District, South Atlantic Division, Southwestern Division, Tulsa District, USACE Finance Center, Vicksburg District, Walla Walla District, Waterways Experiment Station, and Wilmington District**

**4. Attached is a sample Form UFC-DISB-4 with instructions on vendors and travelers to sign up for Corps EFT payments. This form is also located on our publications page.**

**5. Point of contact for questions is Lee Autry, commercial 901-874-8547, DSN 882-8547, Corps email address; [t0rmfsa9@cefc.fc](mailto:t0rmfsa9@cefc.fc), Internet address; [Shirley.L.Autry@usace.army.mil](mailto:Shirley.L.Autry@usace.army.mil).**

## **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.**
- 4. This address should be the physical address of the business.**
- 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 number on each payment address.**
- 7. Include daytime phone number in case there are questions concerning the completed form.**
- 8. Check if the bank account number furnished is a checking account.**
- 9. Check if the bank account number furnished is a savings account.**
- 10. Include bank account number, one number in each slot. This number can be found on the front of the check.**
- 11. The full name of the bank for the account.**
- 12/13. An accurate address for the bank.**
- 14. The routing number for the bank. 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.**

## E X A M P L E DIRECT DEPOSIT AUTHORIZATION FORM E X A M P L E

I hereby authorized U. S. Army Corps of Engineer, hereinafter called USACE, to initiate direct deposit credit entries to my (our) account indicated below and the financial institution named below, hereinafter called DEPOSITORY, to credit the same to such account. This authority is to remain in full force and effect until USACE has received written notification from me (or either of us) of its termination in such time and in such manner as to afford USACE and DEPOSITORY a reasonable opportunity to act on it.

Check One: I am not currently participating in the Direct Deposit Program.  
 **ADD** - Deposit my payment to the account shown.  
 (1)

I am currently participating in the Direct Deposit Program. (2) Installation EROC \_\_\_\_\_  
 **CHANGE** - Change financial institutions and/or account number.  
 **CANCEL** - Stop my participation in the program.

Name or (Company as shown on invoice): (3)		
Address: (4)		
City: (5)	State:	Zip:
Mailing Address (if different): (6)		
Daytime Phone: ( ) (7)		

Please ask your Financial Institution for your Depositor Account Number and Routing Number  
**(Indicate which type account to credit)**

Type of Depositor Account Please check a box.	8	Checking	9	Saving
<b>Depositor Account Number</b> (10)				

Name of Financial Institution: (11)									
Address: (12)									
City: (13)	State:					Zip:			
<b>Routing Number:</b> (14)									
Depositor Account Title: (15)									

Tax ID Number (TIN) for Business: (16)	
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**SIGNATURE:\_(17)\_\_\_\_\_ DATE:\_(18)\_\_\_\_\_**

**Mail To: USACE Finance Center, ATTN: CEFC-AD, 5720 Integrity Drive, Millington, TN 38054-5005**

