

# **EXHIBIT**

**TO**

**INFORMATION LETTER 26-01-14, June 27, 2001**

## **INSTRUCTIONS FOR COMPLETING THE AUTOMATED CLEARING HOUSE (ACH) VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM**

**1. Agency information Section** - The Department of Veterans Affairs (VA) has filled out this information with the exception of the ACH Format. The VA has the capability of using two ACH formats:

CCD+ - One separate payment for each invoice,

Or

CTX - One single consolidated payment each day

Before selecting one of the two ACH formats, the payee/company should consult with their financial institution and reach an agreement on how often payment information will be provided to them by the financial institution and what format will be used to provide the payment information.

**2. Individual or Company Information Section** - Payee prints or types the name of the payee/company and address that will receive ACH vendor/miscellaneous payments, social security or taxpayer ID number, and contact person name and telephone number of the payee/company. Payee also verifies depositor account number, account title, and type of account entered by your financial institution in the Financial Institution Information Section.

**3. Financial Institution Information Section** - Financial institution prints or types the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title and account number. In addition, the box for type of account is checked, and the signature, title, and telephone number of the appropriate financial institution official are included.

**Note:** The payee/company and the financial institution should each keep a copy of the completed form. The payee/company should submit the completed form to the VA Financial Services Center via fax to (512) 460-5221 or by mail to PO Box 149971, Austin, TX 78714. If at any time, the information submitted on this form changes, the payee/company should submit updated information to the VA Financial Services Center as soon as possible. For questions regarding EFT requirements, please refer to the Treasury website:

<http://www.fms.treas.gov/vendor.html>