

## State of Maine – Instructions for: Direct Deposit/EFT Activation/Change Request

- A. **Mail to:** You should return this form and any other forms to the State of Maine agency you're doing business with. The agency address should be here. Do **not** send it to OSC.
- B. **Agency use only:** This is for the State of Maine agency requesting your information to complete. You do not need to write anything here.

Your information should be filled in by you or a legal representative for you. (Not by a state employee.) It is your responsibility to provide accurate information. (We may request proof of SSN.)

1. **We REQUIRE that you submit a voided check or letter from your bank for account verification.** This must include your name, address, and routing & account numbers either on a preprinted check or on letter head from the bank. (We do **NOT** accept Deposit Slips or Starter Checks.)
2. **New or Change:** Are you changing bank info or adding new bank info? Select ONE. You may skip this if you are unsure.
3. **Payee Name:** is you. **Contact name/phone:** is you or someone who can discuss info on your behalf. **Address of Payee:** is your mailing address. These fields are REQUIRED.
4. **TIN of Payee:** This is your Social Security Number (SSN) if you are being paid personally or your Employer Tax ID # (EIN) if you're a business. Choose ONE only. This is REQUIRED.
5. **Vendor Code:** You may know your vendor code number (VC#) this is NOT required by you. The agency can add this info to

the form for you. You may not have a VC# because you're new.

6. **Email:** For email notification of direct deposit. Usually received about 3 to 5 days prior to your deposit for a normal cycle. **Checkmark: I authorize the state of Maine to send DD/EFT payment detail to the email address included.** Check the box if you want the email notification. This is optional.
7. **By signing and returning this document, you agree to the following statement:** You should read the fine print. No changes to the fine print can be made. The State of Maine does not normally debit you without notification via Treasury or your Bank. Odds of this are slim. This authorizes us to credit your account with your payment.
8. **OLD Bank Info:** This is where your old bank info would go if you are changing from one bank or account number to a new bank or account number. This is not required, but is preferred.
9. **New Bank Info:** Enter your new bank info here. Name on account, Name of bank, address of bank. This is REQUIRED.
10. **Routing & Account Numbers:** Enter your routing and account numbers here. Must match backup documentation. This is REQUIRED.
11. **Savings or Checking:** select only one. This is REQUIRED.
12. **Sign and Date:** you are required to sign & date this form or we cannot process the request. This is REQUIRED.

\*We cannot process incomplete forms. If one of the items that is required is not completed we cannot process the request. The form will be returned to the State of Maine agency you're doing business with or it will be shredded.