

Direct Deposit Enrollment

All grantees EXCEPT state agencies need to complete the ACH Enrollment Form. If the grantee is a state agency, simply mark the box the last box below to receive all payments by IBT and return this form.

The State of Nebraska has mandated that all vendors receiving payments of \$25,000 or more and/or multiple payments a year must receive those payments electronically by ACH credit (direct deposit) to their bank account. If your grant is for a single piece of equipment or will most likely be disbursed in one or two payments (under \$25,000) you can request payment via check, however setting up the direct deposit can result in reimbursement being processed more quickly and is recommended. You will need to complete a W-9 form.

If you already have been set up for ACH with the State and want to verify the information is current contact State Accounting (402-471-0604).

If your organization has not been set up for ACH with the State, please complete the STATE OF NEBRASKA, ACH ENROLLMENT FORM. Your organization should complete the Vendor information section and sign the form at the bottom. You will need to have your bank complete the financial institution section and sign the form at the bottom as well. The forms are available on-line at: <http://das.nebraska.gov/accounting/forms/forms.htm> Choose: Accounting Forms - State of Nebraska Substitute Form W-9 and ACH Enrollment Form

Please indicate your choice below: (PLEASE RETURN ALL APPLICABLE FORMS BY April 30, 2016) TO NEBRASKA ENVIRONMENTAL TRUST

- I have previously set up a direct deposit account and would like to continue using the same account with no changes.
- I have previously set up a direct deposit account but would like to change account information. Please complete the form and return it by April 30, 2016.
- I would like to set up a new direct deposit account. Please complete the form and return it by April 30, 2016.
- I do not wish to set up a direct deposit account at this time. Disbursements may be made by check. (if payments will be under \$25,000)
- Not applicable – We are a state agency and all payments may be made by IBT.

Sponsors Authorized Signature

Date