

State of Maine Guidelines for Accounting Direct Deposit/EFT Bank Info

Direct Deposit/EFT forms: *(Including all old forms and current forms or any variation of our form.)*

Forms must meet the following qualifications to be entered by OSC into Advantage:

1. Taxpayer ID Number (TIN) must be on the form. (Social security #/SSN or Employer ID #/EIN)
2. Signature of Vendor (client/employee/provider) or an authorized agent for vendor.
3. Voided check or memo/letter from bank is required. It must include routing number, account number and vendor's name.

(We are NOT accepting the following: starter checks without pre-printed name and address OR deposit slips.)

4. Rep Payee accounts need backup documents to show said rep payee. This includes: state rep payee, estate, trusts and/or entries for minors. One page of documentation should be sufficient.
5. Name and Address on form must match Advantage.
6. Name on check/bank letter must match form and Advantage.
7. Address on check must match the form and Advantage (or be noted on check with vendor's signature).
8. **We cannot process direct deposits to prepaid debit cards.**

If the above is not met, the DD/EFT form will not be entered in to Advantage by OSC and the form will be shredded. It will only be returned to the agency, if the agency or contact at the agency is on the form.

Please only fax STOP requests and pre-approved by OSC Emergency requests for DD/EFT 207-626-8447.

Send all forms via interoffice mail. To: OSC Accounting Staff | 14 State House Station

Do not fax or email forms unless requested by OSC. Do not send duplicate forms unless requested by OSC.

Reminder that all bank setup and changes require a 5 day pre-note status to electronically authenticate the info between banks. Paper checks will be issued in the interim.

Please note that the NEW form on our website has a place for agency info at the bottom. *(Unless your agency already has a specialized DD/EFT form with your info on it)*

http://www.maine.gov/osc/pdf/forms/eftactivate_v6.pdf

*We **will** check if there is a VCM pending on Advantage for this vendor, if so and the new info matches DD/EFT form, then we can enter bank info.

Vendors using **PAYMODE (CLAREON)** need to contact Paymode to update bank info or deactivate their Paymode account in order to return to standard direct deposit/EFT. EFT forms for vendors with Paymode info will be shredded. Paymode contact: 866-252-7366 or 877-443-6944. <https://www.paymode-x.com> (Support by Bottomline Technology)