



West Virginia State Treasurer's Office
Larry Pack, Treasurer

ACH Authorization Form

This form is used to authorize payments to West Virginia State Agencies by electronic means. These payments are to be made through the Automated Clearing House, and may contain addenda records.

The West Virginia State Treasurer's Office abides by the operating rules of NACHA (National Automated Clearing House Association). Copies of the rules can be purchased at <http://pubs.nacha.org/>.

Information provided on this form is PRIVATE. Any unauthorized use of this information is a violation of law.

PAYER INFORMATION

Name _____ FEIN or SSN _____

Address _____

Contact Person Name _____ Phone _____

ACH Format: _____ Reason for Payment: _____

PAYEE/AGENCY INFORMATION

Agency Name _____ FEIN _____

Address _____

Contact Person Name _____ Phone _____

Title of Contact Person _____ Fax Number _____

Signature and Title of Authorized Person _____

Organization number _____ Email Address _____

Description of payment _____

TREASURY INFORMATION

The West Virginia State Treasurer's Office hereby authorizes the payer named above (hereafter called Originator) to initiate credit entries into the account indicated herein. The rights and obligations of the Originator concerning the entry shall be governed by and construed in accordance with the laws of the State of West Virginia. This authority is to remain in full force and effect until either party receives written notice of its termination in such time and in such manner as to afford a reasonable opportunity to act on it.

Name of Financial Institution _____

Address of Financial Institution _____

Routing Transit Number _____ Account Number _____

Account Title _____

Signature of Authorized Official _____

Phone Number of Authorized Official _____ Date _____



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Instructions for Completing the ACH Authorization Form

Originator Instructions

1. Please complete all areas under the header of Payer Information
2. Your ACH processor can tell you what ACH format will be used in the file transmission. The most common formats that are received by the West Virginia State Treasury are PPD, CCD, CCD+, and CTX.
3. If there will be an EDI file, please indicate which dataset your company uses.
4. Please use the number indicated in the Payee's FEIN number field as the Identification Number.
5. The Agency Name should be indicated in the "Receiving Company Name" field.
6. The Transaction Code is 22.
7. If it is possible, please prenote the transaction.

Agency Instructions

1. Please mail or fax a copy of the ACH Authorization Form to any company or individual who wishes to pay you electronically. This payment must be made for state revenue. A definition of state revenue can be found in Chapter 12 of the State Code.
2. After the company or individual completes the top of the form, please complete the PAYEE section and mail or fax the form to the West Virginia State Treasury at (304) 340-1509. The form will be reviewed, and the Treasury Information section will be completed and mailed back to your agency. **It is the responsibility of the Agency to send the completed form back to the company or individual.**
3. For multiple locations within your agency, you may add digits to your FEIN number. You may use a total of 15 characters including dashes and spaces.
4. Please be as specific as possible in the Agency Name. For Example, instead of using "Alcohol Beverage Control Commission", it is much more informative to use "ABCC-Warehouse Receipts". You may use a total of 22 characters including spaces and dashes.
5. **There will need to be a wvOASIS cash receipt processed in the exact amount of each deposit your agency receives. For data entry purposes, the depositing location is 00875, and the ticket number is mmddyy. If you know the amount of the deposit, the Cash Receipt may be entered prior to the receipt of the funds. It will be held by our staff until the amount of the deposit posts to the bank account. At that time, it will be approved by our staff, ALL AGENCY LEVEL APPROVALS MUST BE APPLIED BEFORE THE STO CAN APPROVE. If you need to be notified after money is received, please provide a backup contact and an e-mail address. Please note that the wvOASIS documents that relate to electronic deposits are required to be submitted to the State Treasurer's Office within 24 hours of the receipt of the funds.**