

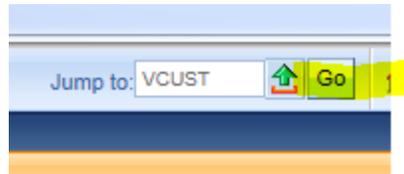
# Is your Vendor Set up for EFT Payments and Remittance Advice?

The following information is intended for Departmental and Program use only:

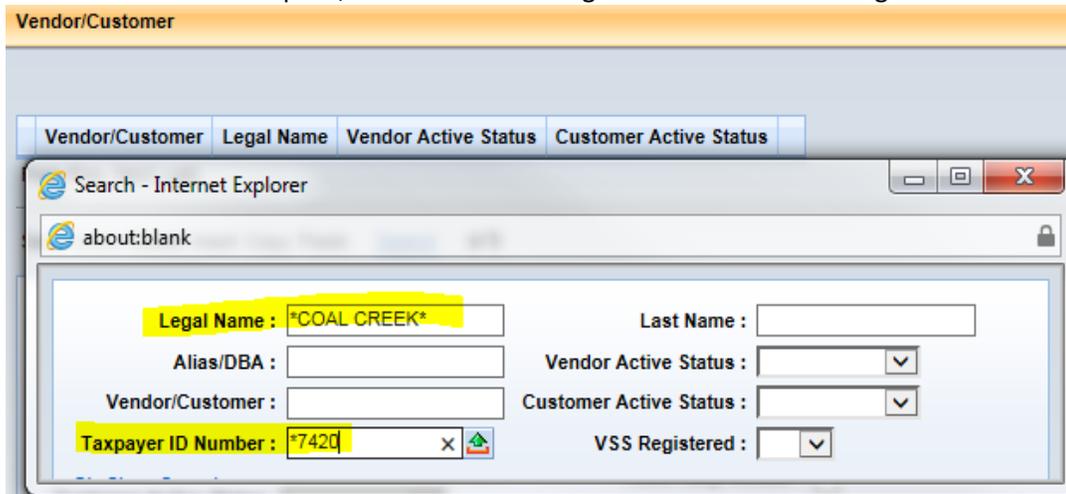
EFT (electronic funds transfer) is a means of issuing direct deposit payments to vendors without the need for a warrant. The Office of State Controller (OSC) recommends use of the EFT payment process when possible as it is more cost effective and efficient than issuing a warrant. However we understand that vendors need additional information to be able to apply the payments correctly when receiving a EFT payment. The OSC is working to get additional data added in the electronic bank files. However until this feature is available, we would like to be sure all Departments are aware that CORE has the ability to send an EFT remittance advice via email. This EFT remittance advice email is sent to the vendor the night the EFT is processed in CORE with the payment arriving in the vendor bank three days later. The email contains a PDF attachment that has the same data included on the warrant stub such as the issuing Department name and phone number, check description and invoice number if populated in the payment document.

To see if a vendor is set up to receive EFT payment and remittance advices:

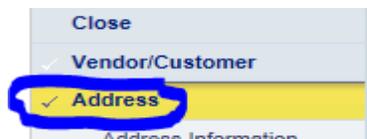
- 1) Jump to VCUST to find the vendor record on the table.



- 2) In the search box that opens, enter the vendor legal name and last four digits of the TIN.



The vendor record will open. Choose the address section on the left side of the screen. This will show all of the addresses associated with the vendor record. As multiple VCUST ID's can be used, this process should be completed for each VCUST ID for vendor.



- Review each of the payment addresses to locate the one(s) set up for Prenote/EFT. If a vendor is set up for an EFT payment, the CMU can add contact information including email to the payment address associated with the EFT information to activate these advices.

**\*\*NOTE: each payment address may have different banking information or may not have EFT set up.**

**Vendor/Customer**

**Address**

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
Payment	PO BOX 36	COAL CREEK	CO	81221-0036	
Ordering	PO BOX 36	COAL CREEK	CO	81221-0036	
Payment	PO BOX 36	COAL CREEK	CO	81221-0036	CONNIE GJELSNESS
Ordering	PO BOX 36	COAL CREEK	CO	81221-0036	
<b>Payment</b>	<b>PO BOX 36</b>	<b>COAL CREEK</b>	<b>CO</b>	<b>81221-0036</b>	<b>CONNIE GJELSNESS</b>
Ordering	PO BOX 36	COAL CREEK	CO	81221-0036	

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer: VG0000000061005  
TOWN OF COAL CREEK

Address Type: Payment

Division/Department:

Additional Address Info.:

Prevent New Spending:

Default Currency: USD - US Dollar

Active From: 06/13/2014  
Active To:

Default Record:   
Mail Returned:   
Active Address: Yes

**Address Information**

Address ID: CN003  
Country Phone Code: 1  
Street 1: PO BOX 36  
Street 2:   
City: COAL CREEK  
State/Province: CO  
Zip/Postal Code: 81221-0036

Phone:   
Phone Extension:   
County:   
County Name:   
Country: US

**Prenote/EFT**

Generate EFT Payment:

ABA Number: 107002516  
Bank Name: CANON NATIONAL BAN

EFT Format: CTX  
EFT Format Description: EFT CTX+  
EFT Status: Eligible for EFT

- The Remittance advice tab is directly under the Prenote/EFT tab. If this section is populated then Remittance advice is set up for this payment address. If the highlighted boxes in the Remittance advice tab are not populated then this payment address has not been setup to receive remittance emails.

**Prenote/EFT**

**Remittance Advice**

Remittance Advice Required:

Remittance Advice Format: REMT

Remittance Advice Format Description: EFT Remittance Advice

Remittance Advice Transmission Mode: Email - As an Attachment

**Contact Information**

- Continue to the Contact information section to see the email address where the EFT remittance advice is being sent to.

**Contact Information**

Principal Contact ID: PC001  
Principal Contact: CONNIE GJELSNESS  
English Spoken:   
Correspondence Type: Email  
Email: townofcoalcreek@bresna  
Phone: 719-784-6150  
Phone Extension:

Alternate Phone:   
Alternate Phone Extension:   
Fax:   
Fax Extension:   
Alternate Fax:   
Alternate Fax Extension:

6) Vendors with EFT payment details already setup (Prenote/EFT is populated but remittance advice tab is empty) or vendor that wants to make a change to their information must send an email to the [state\\_centralapproval@state.co.us](mailto:state_centralapproval@state.co.us) box. The email must include:

- “EFT remittance email request” in subject line
- Legal name and last four digits of the vendor TIN number - For vendors with multiple TIN numbers, it is very important to include all names and TIN numbers. Email address preferably a group email that is accessible by anyone in their entity that needs access to these emails as only one email address is allowed to be linked to a payment address.
- When possible, vendor should include the Department contact on email in addition to the central box.

**\*\*\*Helpful Tips\*\*\***

- Remittance advices statements are sent from [DPA\\_oftremmit@state.co.us](mailto:DPA_oftremmit@state.co.us).
- Advice statements are a pdf that looks like the warrant would have looked (Issuing department and check description).
- If we receive a request to change an existing contact that is receiving remittance advices - CMU will send a verification email to both the existing email address and the new email address notifying them of the request to replace the contact.
- The CMU will automatically add EFT remittance advice to all new EFT additions/modifications submitted as long as the email is legible on the EFT Direct Deposit Authorization Form.

**EFT DIRECT DEPOSIT AUTHORIZATION FORM**



**COLORADO**  
Office of the State Controller  
Department of Personnel  
& Administration

**SECTION I - DEPOSITOR STATE AGENCY INFORMATION**

RETURN THIS FORM TO:

STATE DEPARTMENT: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 CITY, STATE, ZIP: \_\_\_\_\_  
 DEPARTMENT CONTACT: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**SECTION II - PAYEE (RECEIVOR) INFORMATION**

VENDOR NAME \_\_\_\_\_  
 D/B/A \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_