

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
GOVERNMENT OPERATIONS CLUSTER



June 02, 2008

Subject: A New Electronic Payment (ACH) Initiative

Dear Supplier:

The District of Columbia Government is pleased to announce its new electronic payment initiative for vendors. As a result of this initiative, the Office of Finance and Treasury will **discontinue all repetitive manual fed wire transfers, effective June 20, 2008.** After that date vendor payments currently sent by wire will be made by check, unless the ACH Vendor Payment Enrollment form has been completed and returned to the **Office of Finance & Resource Management.** Enrollment in the ACH program permits payment via the National Automated Clearinghouse Association (NACHA) network. By enrolling in this program, you will continue to receive your payments as currently scheduled.

In order to enroll:

- 1. Complete Section A on the enclosed ACH Vendor Payment Enrollment form.**
- 2. Forward or take the enrollment form to the branch manager or banking official at your depository bank/financial institution for verification of your company's ACH account information. Have the bank complete Section B on the enrollment form and return the signed form directly to this office.**

Completed enrollment forms should be sent directly to:

**Attn: Accounts Payable Division
Office of Finance & Resource Management
441 4th Street NW Suite #890-North
Washington, DC 20001**

Questions should be directed to **Aneima Udofa** at 202-727-2597 or **Chanelle Hendrix** at 202-727-0731.

Enclosures: Announcement
 ACH Enrollment Form

ELECTRONIC PAYMENTS INITIATIVE

FREQUENTLY ASKED QUESTIONS

How do I benefit from receiving Electronic Payments?

Electronic payments allow you to 1) eliminate the risk of mailing delays, 2) have immediate availability to funds 3) avoid the hassle of travel time to deposit checks and 4) avoid having to wait for clearance.

How can I eliminate waste and save time and money?

Automated Clearinghouse (ACH) payments are deposited directly into your bank account electronically.

How can I enroll in the Automated Clearinghouse (ACH) Program?

To enroll in the ACH program, complete Section A of the enclosed ACH Enrollment form. Forward the enrollment form to your branch manager or other banking official at your financial institution to verify the ACH account information for your company and complete Section B. Return the completed and signed form to the same agency that currently receives your invoices. If you maintain more than one bank account that receives deposits from the District of Columbia, a separate form must be completed for each account.

What is the ACH Process?

When a completed and signed application is received by the District agency, your company's information will be updated to include your banking data and change your payment method from check to ACH.

What is the effective date for the ACH payment enrollment?

Upon enrollment, you should begin receiving ACH payments in your next payment cycle; however, depending on when your enrollment form is processed it may take two payment cycles for you to begin receiving ACH payments. If you have not completed the ACH enrollment form by **June 20, 2008**, you will receive your payments by check until the ACH process is successfully completed.

How do I change my ACH information?

To change account information, simply complete an ACH Vendor Payment Enrollment form, indicating in Section A "Correction/Change". Forward the document to your financial institution for completion and return it to your paying agency for processing.

How do I cancel ACH participation?

To cancel your ACH participation, complete an ACH Vendor Payment Enrollment form, indicating in Section A "Cancellation" or send a letter to your paying agency.

Who do I contact with questions?

Kindly contact your paying agency at 202-727-2597 between the hours of 8 a.m. and 5 p.m., Monday through Friday, excluding holidays, or send any written correspondence to:

***Office of Finance and Resource Management
441 4th Street NW #890 North
Washington, DC 20001***

For agency use only:
PASS-generated VM #

ACH VENDOR PAYMENT ENROLLMENT FORM

Section A

New Form

Correction/Change

Cancellation

Vendor/Payee/Company Information	
Vendor Name* _____	EIN or SSN* _____
Address* _____	
Vendor Contact Name* _____	Vendor Contact Phone Number* _____
	Alternative Phone Number _____
*Required	

I (we) hereby authorize the District of Columbia to initiate credit entries to my (our) account. If funds to which I am not entitled to are deposited to my account, I (we) authorize the District of Columbia to direct the financial institution to return said funds. This authorization is to remain in effect until the District of Columbia receives written notification of revocation.

Name & Title of Authorizing Official for Vendor
(Please type or print) _____

Signature of Authorizing Company Official for Vendor _____

Date _____

Section B

Payments should be made to the depository account named below

Bank/Financial Institution Information (to be reviewed and signed by Vendor's Financial Institution)	
Bank/Financial Institution Name _____	Account Title _____
Branch Address _____	Phone Number _____
9-digit Transit Routing Number	Account Number
Bank's ACH Coordinator _____	Telephone Number _____
Type of Account	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Signature & Title of Banking Official _____	
Print Name & Title _____	
Notice: All vendors must have a W-9 on file with the District of Columbia	

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
GOVERNMENT OPERATIONS CLUSTER**



October 27, 2009

Subject: Invoice Submissions

Dear Supplier:

To assist with accurate and timely invoice processing for the capital division within the Department of Real Estate Services (DRES), please include the following information listed below on your invoice in the upper right corner on all invoice submissions:

- ✓ Contract #
- ✓ Purchase Order #
- ✓ Task Order # (if applicable)

If you have any questions or concerns, please contact GOC, Accounts Payable division directly at (202) 727-0333.

Sincerely,

A handwritten signature in black ink that reads "Chanelle Hendrix". The signature is fluid and cursive.

Chanelle Hendrix
Accounts Payable Manager, OFRM

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
GOVERNMENT OPERATIONS CLUSTER**



October 27, 2009

Subject: Vendor Updates/Changes to Profile

Dear Supplier:

In order to make any changes to your profile (i.e address correction), you must complete and submit a W9 form. Failure to notify the agency could result in the delay of payment as the check could be routed to the incorrect location. Therefore, all completed W-9 forms should be sent directly to:

**Attn: Accounts Payable Division
Office of Finance & Resource Management
441 4th Street NW Suite #890-North
Washington, DC 20001**

If you have any questions or concerns, please contact GOC, Accounts Payable division directly at (202) 727-0333.

Sincerely,

A handwritten signature in black ink that reads "Chanelle Hendrix". The signature is fluid and cursive, with a large loop at the end of the last name.

**Chanelle Hendrix
Accounts Payable Manager, OFRM**

Enclosures: W9 form