Instructions on how to fill out an EFT form.

SECTION I (DEPARTMENT USE) - PAYOR, STATE INFORMATION
STATE DEPARTMENT
DOLA/DLG
MAILING ADDRESS
1313 Sherman Street, Room 521
CITY, STATE, ZIP
Denver, CO 80203
DEPARTMENT CONTACT
EMAIL
PHONE

SECTION II - PAYEE, VENDOR INFORMATION
VENDOR NAME
D/B/A (DOING BUSINESS AS, OPTIONAL)
MAILING ADDRESS
CITY, STATE, ZIP
EMAIL (FOR REMITTANCE ADVICE)
PHONE

Grantee completes Section III. All fields must be completed.

SECTION III - DEPOSITORY FINANCIAL INSTITUTION AND ACCOUNT INFORMATION
INCLUDE A VOIDED CHECK (NOT A TEMPORARY CHECK OR DEPOSIT SLIP) OR SIGNED BANK LETTER THAT INCLUDES ALL INFORMATION REQUESTED IN THIS SECTION
BANK NAME
BRANCH ADDRESS
ROUTING NUMBER
ACCOUNT NUMBER
ACCOUNT TYPE
CHECKING
SAVINGS
FOR FURTHER CREDIT (OPTIONAL)
PAYEE TAXPAYER ID (SSN/EIN)
SHOULD ALL PAYMENTS TO THIS TAXPAYER ID USE THIS BANK ACCOUNT? ☐ YES ☐ NO
IF NO, PLEASE EXPLAIN

Bank Letter must be on bank letterhead, be signed by bank staff member, and contain Bank Name, Branch Address, Routing Number, Grantee’s TIN, Account Number, and Account type.

EIN must match the W-9.

A “YES” will have all EFTs sent by every State department to this bank account. Otherwise, enter “NO”, give a reason. Reason should include list of grant numbers or program name that EFT should apply to.

SECTION IV - AUTHORIZATION FOR DIRECT DEPOSIT SET UP, CHANGE, OR CANCEL
SET UP ☐ CHANGE ☐ CANCEL
FOR CHANGES ONLY, PLEASE PROVIDE EXISTING ROUTING & ACCOUNT NUMBER
ROUTING NUMBER
EXISTING ACCOUNT NUMBER

Grantee completes Section IV. If setting up the EFT information for the first time, click Set Up and skip the rest of the fields. DO NOT enter the new routing or account number here.

If the Grantee’s banking information is changing, click Change and enter the Routing Number and Existing Account Number of the EFT that is being replaced/changed.

Printed Name, Title, Signature and Date MUST be complete

Sign that you have verified all the info on this form from a third party source.

Do NOT Complete. DLG Internal Services Unit or Budget Office will enter and verify.

Enter legal name and either a street address or a P.O. Box, NOT BOTH. Information here must exactly match the information on the W-9 form. All fields MUST be completed.