



ELECTRONIC FUNDS TRANSFER REGISTRATION PROCESS

**Please note, the OF+MO does not have access to the EFT registration process. The timing of your registration is up to OMES and the State Treasury Office; however, we are happy to answer any questions you may have.*

1. When filling out the OMES Vendor Payee Form, list an email address *only* if you would like to receive payment via EFT (Electronic Funds Transfer). The email address listed will receive instructions to complete the EFT set-up. Please keep in mind the entire EFT registration process will take 10 - 14 business days to complete, and this process can be delayed longer if proper instructions are not followed. At each step in the process, please take your time and read all instructions thoroughly and carefully.
2. The email address listed on the Vendor Payee form will receive an email from OMES with further instructions and the payee's registered State Vendor ID and Pin Number (a sample email is included on the next page). The payee must use this information to register in the online vendor portal. The link to the vendor portal will be included in the email.
3. The email will also include an attached Vendor EFT Enrollment Request Form which must be filled out by both the payee and their financial institution. Once this form is filled out, the form must be faxed or mailed to the Oklahoma State Treasury's office.
4. Once the treasury's office has received and processed the EFT Enrollment Request Form *and* the payee has registered in the online portal, the treasury will deposit \$0.01 into the bank account to validate the banking information. The bank has five business days to approve or deny the transaction.
5. If the transaction is approved, the treasury has one business day to let OMES know that the process was approved.
6. Once the OMES has been notified of an approval, they have one business day to add the EFT confirmation to the payee's vendor file. Once the payee's file is updated, they will receive an email letting them know that the process is complete.

SAMPLE EFT REGISTRATION EMAIL

Notice to Persons and Companies Receiving Payments from the State of Oklahoma

All payees of State of Oklahoma agencies are instructed to complete the vendor financial registration process needed to enroll for direct deposit/electronic funds transfer (EFT). House Bill 1086 was passed in May 2011 and requires that "*Payments disbursed from the State Treasury shall be conveyed solely through an electronic payment mechanism*". To view a copy of the signed legislation go to <http://webserver1.lsb.state.ok.us/cf/2011-12%20ENR/hB/HB1086%20ENR.DOC>

To comply with the law, the state must collect the information necessary to pay you electronically. **Please do not send any information about your bank account in response to this email.** Specific procedures are provided below that enable us to collect this information in a secure manner.

To complete the registration process, payees must:

Login to the State of Oklahoma secure Online Vendor Registration portal and complete 'Financial Registration' to provide banking information.

To access the vendor portal go to <https://www.ok.gov/dcs/vendors2/app/index.php>

To login, you will need: The email address to which this notification was sent; the payee's FEIN/SSN registered with the State;

State Vendor ID: 0000XXXXXX

PIN: XXXX

Fill out the attached VENDOR EFT ENROLLMENT REQUEST FORM 2016 and submit it to your bank for processing.

The payee must fill out Section I, II & III and submit the form to the payee's financial institution. The payee's financial institution must fill out Section IV.

The payee or the financial institution must submit the form via fax or mail to the Oklahoma Office of the State Treasurer (OST) using the provided instructions. **Please do not email form.**

If this email did not contain an attachment, you may access the form within the online registration 'Financial Information' step. Your registration will not be complete until this form is received by OST and processed.

**Please note, as part of the registration process, the Office of State Treasurer will deposit a \$0.01 transaction into the account to validate the banking information. Once verified and approved, an automated approval email will be sent via your online registration account. Please allow 10-14 days for processing.

Again, please do not respond to this email with your personal information. The State of Oklahoma will never request financial information be provided through email. Please utilize the secure website listed above and instructions to provide the necessary information.