



Louisiana Primary Care Office

Completing the Electronic Funds Transfer Enrollment Form

You are to complete the unshaded portions of the enrollment form. Please complete the fields with the following information:

- Vendor Name—you are the vendor
- Please Check One—select “New Enrollment” or “Change”
- Vendor Address—this is your physical address
 - This address must match the address on the voided check
- Vendor SSN—your social security number
- ACH Routing Number—the 9-digit routing code of the financial institution for the specified checking or savings account to which the funds will be deposited
 - If funds are deposited into your checking account, the routing number usually precedes your checking account number on the bottom of your checks
- Check/Savings Indicator—circle the appropriate letter
“C” denotes a checking account and “S” denotes a savings account
- Bank Account Number—the bank account to which your funds are to be deposited
- Bank ACCT DESCR—a general description of the bank account
 - For example, “Company XYZ corporate checking account”
- Bank Name—the name of the financial institution to which funds will be deposited
- Bank Address (lines 1-3)—the mailing address of the financial institution to which the funds will be deposited
- City/State/Zip—the bank’s City/State/Zip for the mailing address listed.
- Bank Telephone Number—the telephone number of the branch or bank office to contact for assistance with transmission problem resolution
- International ACH Transactions—check the appropriate box
 - YES means receipts are transferred to an account outside of the U.S.
 - NO means receipts are not transferred to an account outside of the U.S.
 - A box must be checked before the EFT can be processed
- Vendor's Authorization Signature—your signature
- Print Name—print or type your name
- E-mail Address—your e-mail address

Note: A representative from your financial institution must complete and sign the area at the bottom of the form. Please include a copy of a voided check or a direct deposit form from your financial institution for depository accounts as verification of account information.