

**STATE OF NEW YORK
OFFICE OF THE STATE COMPTROLLER
THOMAS P. DINAPOLI, COMPTROLLER**

Electronic Payments Guidelines for Participants

These guidelines apply to payees who elect to participate in the Electronic Payments program offered by the NYS Office of the State Comptroller (OSC).

Electronic Payments Instead of Checks

- If you elect to participate in OSC's Electronic Payments program, payments formerly made by check will be made by electronic funds transfer through the Automated Clearing House (ACH) network.
- Once you enroll in Electronic Payments, all payments made from the State's general checking account will be made electronically.
- Enrollment in Electronic Payments is voluntary.

Identifying Your Bank Account

- You must complete an Electronic Payments Authorization Form that includes bank account information.
- You can designate **only one** bank account, which will be used for all electronic payments.
- Your Electronic Payments Authorization Form must be signed and dated by an authorized individual in your organization.
- Attach a voided check to the Authorization Form and mail the form to OSC at the address provided at the end of these guidelines.
- If you do not attach a voided check, your completed Electronic Payments Authorization Form must be submitted to your financial institution as directed in the instructions that follow regarding bank account verification.

Verifying Your Bank Account Without Use of a Voided Check

- The financial institution must enter its ACH routing number and your bank account number on the Electronic Payments Authorization Form.
- An authorized officer of the financial institution must certify that the bank account information is correct.
- The financial institution must submit the completed original Electronic Payments Authorization Form directly to the Office of the State Comptroller (OSC), at the address shown at the end of these guidelines.

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Setting Up Electronic Payments

- After OSC receives your Electronic Payments Authorization Form, it may take up to two weeks to complete the enrollment process.
- OSC will run a test (called a pre-note) against your account with a zero-dollar transaction. A pre-note confirms that OSC has entered your account information correctly.

E-Mail Notification

- You may choose to receive notification of electronic payments through your e-mail.
 - ✓ To select this option, you must enter your official e-mail address on the Electronic Payments Authorization Form. Generally, Electronic Payments sends e-mail notification to one e-mail address.
 - ✓ You may use an address, e.g. a group mailbox, that provides access to payment notification to more than one person.
- If you select e-mail notification, you will receive advance notice of electronic payments.
 - ✓ All payments for that day, from one or more State agencies, will be combined into one electronic payment.
 - ✓ Each item included in the electronic payment will be described on the remittance advice.
 - ✓ Payment reference information provided to you by your bank will contain a trace number. A trace number is a serial number for the ACH transaction, similar to a check number, that identifies the payment.
- You can view payment reference information for electronic payments (and checks) at OSC's secure web site:
<https://wwe1.osc.state.ny.us/pay>
 - ✓ The e-mail notification for each electronic payment will include a link to this web site. You will need to enter your Payee ID (FEIN, SSN or Municipal Code) to access your remittance advice.
 - ✓ You may also use this web site to obtain information on your payment history. You need to enter your Payee ID and a valid Electronic Payments trace number (or a check number) to view information for that particular payment and to enable you to access your payment history.
- If you do not select e-mail notification, you will have to arrange for notification with your financial institution.

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Changing Electronic Payments or E-Mail Information

- If you change the account designated for electronic payments, you must submit a new Electronic Payments Authorization Form, as soon as possible, using the same procedures as the original document. Check 'Change' at the top of the form.
 - ✓ If an electronic payment is returned to OSC due to unreported changes in a bank or bank account, a check will be issued and mailed promptly.
- If you change your Payee Name or Payee ID number, you must submit a new Electronic Payments Authorization Form, using the same procedures as the original document.
- If you change the e-mail address, send a message from your new address to the e-mail address of OSC's Warrant and Payment Control Unit (E-Pay Unit) shown at the end of these guidelines. Be sure to include your Payee Name and Payee ID (FEIN, SSN or Municipal Code), as well as your name, title and telephone number.
- If you change your mailing address, you may notify OSC through an e-mail to the Warrant and Payment Control Unit e-mail address shown at the end of these guidelines. Or fax the required change to: Attn: E-Pay Unit, (518) 473-6836. Be sure to include your Payee Name and Payee I.D. Number, as well as your name, title and telephone number in this notification and, if you send a fax, your signature. To ensure that the E-Pay Unit has received your faxed changes, please call (518) 474-6019.
 - ✓ Counties, Cities, Towns, and Villages should continue to notify OSC's Division of Local Government Services and Economic Development of name, address, and chief financial officer title changes. School Districts and BOCES should notify the State Education Department (SED).
- Instructions for changing payment and e-mail information are also provided on the Electronic Payments Authorization Form.

Withdrawing from the Program

- If you choose to withdraw from Electronic Payments, you must notify OSC in writing, on letterhead, at the address shown at the end of these guidelines, or by fax to: Attn: E-Pay Unit, (518) 473-6836. You must sign your withdrawal notification. To ensure that the E-Pay Unit has received your fax, please call (518) 474-6019.
 - ✓ After receipt of your withdrawal notification, it may take up to one week to process the request.

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All correspondence relating to OSC's Electronic Payments program should be directed to:

NYS Office of the State Comptroller
Bureau of Accounting Operations
Warrant & Payment Control Unit
110 State Street – 9th Floor
Albany, NY 12236

Telephone: (518) 474-4032

e-mail: epunit@osc.state.ny.us

This information is also available at www.osc.state.ny.us/epay.