



## AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF EFT PAYMENTS

All parts of the form must be completed by the vendor. **Incomplete forms will be returned.** The information must be legible. Ensure this is the latest version of the form at [www.ohiosharedservices.ohio.gov](http://www.ohiosharedservices.ohio.gov).

SECTION 1												
TYPE OF TRANSACTION: <input type="checkbox"/> ADD <input type="checkbox"/> CHANGE/UPDATE <input type="checkbox"/> INACTIVATE												
NAME OF COMPANY OR INDIVIDUAL <b>(Name must match attached bank verification)</b>												
ADDRESS <b>(Address must match the address listed on attached bank verification)</b>												
CITY	STATE	ZIP										
PHONE	EMAIL											
FEDERAL EMPLOYER ID (EIN) OR SOCIAL SECURITY NUMBER (SSN)												
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>												
CHECK ALL THAT APPLY <input type="checkbox"/> OOD - PCA <input type="checkbox"/> ODJFS PROVIDER <b>(PROVIDER ID NUMBER REQUIRED)</b>												
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>												
<input type="checkbox"/> LOTTERY WINNER <input type="checkbox"/> ALL OTHER: _____												
SECTION 2 – NEW FINANCIAL INFORMATION – BANK VERIFICATION MUST BE ATTACHED												
NEW FINANCIAL INSTITUTION NAME		PHONE										
TYPE OF ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS												
NEW ACCOUNT NUMBER <b>(Account number supplied must match attached bank verification)</b>												
NEW TRANSIT ROUTING/ABA NUMBER <b>(Routing number supplied must match attached bank verification)</b>												
SECTION 3 – OLD/PRIOR FINANCIAL INFORMATION - MUST BE PROVIDED TO CHANGE/UPDATE ACCOUNT												
OLD/PRIOR FINANCIAL INSTITUTION NAME		PHONE										
OLD/PRIOR ACCOUNT NUMBER <b>(Account number supplied must match previous account numbers on file)</b>												
OLD TRANSIT ROUTING/ABA NUMBER <b>(Routing number supplied must match previous account numbers on file)</b>												

**SECTION 4 –READ THE AGREEMENT, SIGN, & DATE - DIGITAL/TYPED SIGNATURES ARE NOT ACCEPTED AT THIS TIME**

- Account changes must be reported to Ohio Shared Services thirty (30) days prior to the effective date.
- All EFT accounts are tied to an address in our system, a form is required for each address (if needed).

**ATTENTION ODJFS PROVIDERS:** It is the **provider's responsibility** to keep ODJFS **AND** Ohio Shared Services informed of any changes in order to receive important information regarding benefits and to remain qualified for payments. Information provided must match the information on file with Medicaid or your form will be returned. If you are uncertain, please contact Provider Enrollment at (800) 686-1516 or verify/ update the information in the MITS Medicaid Web Portal located at <https://ssopro.mits.odjfs.state.oh.us/prosecure/authtam/login?HOSTNAME=ssopro.mits.odjfs.state.oh.us>.

- The entity listed hereby authorizes the Ohio Office of Budget and Management (OBM) to initiate credit entries to its account in the financial institution identified above. Additionally, this form provides OBM the authority to debit any erroneous credit or transfers to the account in the amount of the transfer.
- This authority is to remain in effect until revoked by us in writing to Ohio Shared Services, a division of OBM.

I have attached a copy of a current voided check or included a bank letter signed by a bank representative.

ODJFS PROVIDERS – I have ensured the Name, Address, TIN, & Provider Number matches the information in the MITS Medicaid Web Portal.

I have printed and signed the form.

PRINT NAME

SIGNATURE (HANDWRITTEN SIGNATURE REQUIRED)

DATE

**Attach voided check here using tape or include a bank letter signed by a bank representative.**

**NOTE:**

- The bank letter must include the Name on the Account, Routing Number, Account Number and Type of Account. This letter must be typed, not handwritten, on bank letterhead, and signed by a bank representative. Exceptions will be made for Prepaid Cards.
- All information on the current voided check must be imprinted; this includes the name, address, account and routing numbers. No information can be handwritten.
- We are unable to accept starter checks, deposit slips, or bank statements.
- The name and address on the form and the check/bank letter must match the information in our current vendor records &/or MITS.

**Please note: This record is subject to public records requests under the laws of the State of Ohio. If you are a business entity that provides a social security number in place of a Federal Tax ID number, you are waiving any expectation of privacy and this record may be subject to disclosure.**

**SELECT ONE OF THE FOLLOWING METHODS FOR DOCUMENT SUBMISSION:**

**E-mail:** [vendor@ohio.gov](mailto:vendor@ohio.gov)  
**Fax:** 1 (614) 485-1052  
**Mail:** Ohio Shared Services  
Attn: Vendor Maintenance  
P.O. Box 182880 Cols., OH 43218-2880

**QUESTIONS? PLEASE CONTACT:**

**Phone:** 1 (877) OHIO - SS1 (1-877-644-6771)  
1 (614) 338-4781  
**Website:** [www.ohiosharedservices.ohio.gov](http://www.ohiosharedservices.ohio.gov)  
**E-mail:** [vendor@ohio.gov](mailto:vendor@ohio.gov)

# INSTRUCTIONS FOR COMPLETING THE AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF EFT PAYMENTS

## SECTION 1

- Place a check mark to indicate the type of transaction.
- Enter the complete name and address of the company or individual participating in the EFT program. Enter your phone number & email address. When your email address is provided, you will receive an automated email notification stating your banking information has been added or updated in our system.
- Enter your Employer Identification Number or your Social Security Number (required).
- Check all that applies. If you are an ODJFS provider, please check mark to indicate & add Provider ID Number or please specify, if you are a OOD-PCA, Lottery Winner, or All Other.

## SECTION 2 (New Information)

- Please enter the new name and phone number of the financial institution authorized to conduct transactions, as it should be updated in our system.
- Please place a check mark to indicate the type of account to which funds are to be deposited.
- Enter the full Account Number to which the EFT Transactions are to be deposited.
- Enter the financial institution's full Transit Routing/ABA number in the spaces provided. This is a nine digit number that is shown on your check or bank letter.

## SECTION 3 (Old/Prior Information) Required if a CHANGE/UPDATE

- Please enter the name and phone number of the previous financial institution authorized to conduct your transaction. This should be the last EFT account information that was submitted to the state and is currently in our system.
- Enter the full OLD/Prior Account Number to which the EFT Transactions were deposited.
- Enter the full OLD/Prior financial institution's Transit Routing/ABA number in the spaces provided.

## SECTION 4

- Please read all of the information listed in Section 4. Read and check mark the boxes to verify you have acknowledged the information. Then print your name, sign your name, and provide the date.
- Please attach a current voided check or bank letter signed by a bank representative (required).

**NOTE:** The bank letter must be on bank letterhead and signed by a bank representative. It must include the name on the account, type of account, routing number, and account number. Exceptions will be made for Prepaid Cards.