



October 28, 2015

Dear Colleagues:

As part of our ongoing commitment to pay you promptly, the Georgia State University Foundation now has the ability to make payments through EFT's (Electronic Fund Transfers) to University employees and recurring vendors.

Please use **EFT Form A**-External Vendor Request for external recurring vendors (no one time payments) or **EFT Form B**-GSU Employees Request/Change Form for individuals to request a direct deposit of payments. A W-9 is required for all new vendors before payment can be issued.

Individuals

- **COMPLETE THE ATTACHED GSU EMPLOYEES REQUEST/CHANGE FORM (EFT Form B).** This form authorizes the GSU Foundation to make direct deposits to your account. **Original forms are required, no faxes or copies will be accepted.**
- **ATTACH A VOIDED CHECK OR A PHOTOCOPY OF A CHECK TO THE FORM.** The voided check enables us to verify the bank name and routing information for your account.
- **VERIFY WITH YOUR FINANCIAL INSTITUTION THAT IT CAN ACCEPT EFT PAYMENTS.** Please verify this before returning the authorization form.

External Vendors (recurring only)

- Send **EFT Form A** to the vendor. Have the vendor return the form directly to: GSU Foundation, P.O. Box 3963, Atlanta GA, 30302-3963 Attn: Office of Disbursements.

Once you have submitted your banking information, please allow two weeks for setup and the pre-noting process to be completed. The EFT payment instructions will remain in effect until a GSU Employee Request/Change Form is submitted to cancel electronic payments.

As always, a disbursement request must be submitted with all the proper documentation and authorized signatures for all payment requests. The Foundation will continue to mail you a printed remittance showing the detailed information currently supplied on your check stub.

Please contact Linda Byerley at Ext.3-3430 if you have any questions or need additional information.

Sincerely,

Micki Begitschke
Comptroller