



## INSTRUCTIONS FOR COMPLETING PEPP ENROLLMENT FORM

**General Instructions: Please type or print clearly.** Complete all fields that are applicable to your business. Only the Owner of the Bank Account or an Authorized Company Official may request payments via ACH. Only one bank account per Taxpayer Identification Number is permitted (government entities excluded). If you have any questions about filling out the form, direct them to the Commonwealth of PA, Vendor Data Management Unit at 717-346-2676. Completed enrollment forms can be mailed to: Commonwealth of PA, Office of the Budget, Payable Services Center, 9<sup>th</sup> Floor Forum Place, 555 Walnut Street, Harrisburg PA 17101 or faxed to 717-214-0140. **Please inform your financial institution that you will be having ACH transactions posted to the above account.**

Recipient Information	Instructions
Social Security Number/ Employer Identification Number	Enter Social Security Number if doing business as sole proprietor or your tax payer ID number, the 9 digit number reported on the W-9 form.
SAP Vendor Number	
Government Unit Payment Types	
Name	Enter the complete name of the entity (individual, partnership, or corporation) as it appears on your federal tax forms.
Address, City, State, Zip + 4	Enter the street address or post office box, city, state and zip code of the location that payment information should be sent to.
Contact Person	Enter the name of the person to contact with any questions about payments.
Title	Enter the title of the contact person
Telephone Number	Enter the telephone number including area code and extension of the contact person

Financial Institution Information	Instructions
Bank Name	Enter the name of the financial institution (bank, credit union, savings & loan, etc.) where you want funds deposited.
Bank Address, City, State, Zip + 4	Enter the street address or post office box, city, state and zip code of the location that payment will be deposited.
ACH Coordinator Name	Enter the name of your financial institution's ACH coordinator
Title	Enter the title of your financial institution's ACH coordinator
Telephone Number	Enter the telephone number including area code and extension of your financial institution's ACH coordinator
Account type	Indicate account type. Account must be designated as either checking or savings.
Routing Number	The routing number is the 9 digit Bank Identification Number located at the bottom of your check. If you are unsure, contact your financial institution.
Account Number	The account number is the company or individual's bank account number into which funds will be transferred.
Delete Old Routing Number	The 9 digit Bank Identification Number located at the bottom of your check (old account)
Delete Old Account Number	The account number into which funds were being transferred to.
Signature of Authorized Official & Title	Signature and title of an individual from your entity whose name and signature is on record at your financial institution as authorized to approve banking transactions.

### PRIVACY ACT STATEMENT

The preceding information is provided to comply with the Privacy Act of 1974. The information collected on this form will be used by the Treasury Department to transmit payment data by electronic means to vendor's financial institution. Failure to provide requested information may delay or prevent receipt of payment through the Automated Clearing House Payment System.