

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments thru the Automated Clearing House Payment System.

PLEASE TYPE OR PRINT CLEARLY LEGIBLE READABLE ON THE EFT FORM 3881 THEN FAX TO 5124605221.

## SF 3881 INSTRUCTIONS

**Top of the Form:** Circle if this information is an addition or a change to existing vendor information. Sta Number is the Department of Veterans Affairs (VA) station with which the vendor is doing business, Sta contact is the name of a person at the station to contact and their telephone number. (Sta number, contract and telephone information may be filed out by station submitting vendor information).

1. Previous Name: If there is a change in name please input previous name.
2. Previous Social Security Number (SSN) or Taxpayer Identification Number (TIN): If there is a change in SSN or TIN please input previous SSN or TIN.
3. Current Name: Current name of company or individual.
4. Current SSN or TIN: Current SSN if an individual or Taxpayer ID if a company or business.
5. Address: Current correspondence address. If not putting Electronic Funds Transfer (EFT) information, please put current remit to address.
6. City, State, Zip: Input city, state and zip code for address.
7. Telephone Number: Current telephone number of contact name to include 3 digit area code.
8. Contact Person Name: Name of person to contact for any questions or concerns regarding the information filled out.
9. Comments: Any additional comments pertinent to this form.
10. Bank Name: Name of the bank that will handle financial transactions.
11. Bank Address: Current address of the bank.
12. City, State, Zip: Same as above.
13. Automated Clearing House (ACH) Coordinator Name: Name of person at the bank that handles ACH banking transactions (The bank may be contacted for that information.)
14. Telephone: Telephone number of the ACH Coordinator.
15. Nine Digit Routing Transit Number: Nine digit bank routing number (must start with a number less than 5) used for ACH transfers. Number may be received from the bank or from a check. (The number on the deposit slip may not be utilized as the bank routing number).
16. Deposit Account Title: Name on the bank account.
17. Deposit Account Number: Account number with the bank.
18. Type of Account: Choose one, checking or savings.
19. ACH Format: Choose one, CCD+ = one deposit for every invoice, CTX= one deposit per day regardless of number of invoices.
20. Signature: Signature of person (ACH Coordinator or individual who maintains the bank account) who can verify that the banking information is correct. The document must be signed for information to be changed or entered.
21. Telephone Number: Telephone number of the person who signed the document.
22. You can call our VA Financial Services Center (FSC) Help Desk on payments at 1-877-353-9791 in Austin, Texas.
23. Have your vendor code ready, TIN or SSN and your phone number and name of vendor.
24. Your payment is on hold until we get your SF form 3881 banking information to your bank.
25. Print the form clearly then sign line 20 and date it and put in your phone number.
26. Please print clearly and legibly before faxing to 512-460-5221 and put your phone number also.
27. VA Federal government only makes payments by EFT to the bank of checking or savings account of vendor.
28. Zegato Financial Management System (FMS) Vendor Code Users call 1-866-533-0188.
29. Send invoices to fax number 512-460-5432 to get invoices into the system.
30. To verify your company or corporation banking information with the VA Finance Center call 512-460-5049.
31. Make sure that the nine digit routing transit number starts with 0, 1, 2, and no higher to be okay.
32. Please, print or type clearly so we can read the writing and numbers clearly.
33. To update your remit to address and TIN for paym4etns call 512-460-5049.
34. All vendors need to register with the VIS in the internet by going to <https://www.visc.fsc.va.gov/> for payments.