

# **eVENDOR AGREEMENT SETUP FORM INSTRUCTIONS**

---

***To ensure your request is not delayed, please carefully read and follow the form instructions below:***

1. Vendor Name - Provide the individual or business name listed on your invoices.
2. FEIN/SSN - Provide the Federal Employer Identification Number or Social Security Number that was used to register with the State.
3. wvOasis Vendor # - Optional
4. ***Payment Address: The payment address is the same as your remit to address on your invoices. List all payment addresses to be set up for EFT and sent to the account indicated on the form.*** If you have multiple payment addresses and want each address to be sent to a different account, you will need to complete a separate form.
5. Contact Name & Phone Number - Please list an individual's name and number that can answer questions regarding this form. ***DO NOT list a department name and number.***
6. Financial Institution Name - List the name of the financial institution on the attached account documentation.
7. Routing & Account Number - The information must match the attached account documentation. Please indicate if the account is Checking or Savings.
8. Include a voided check (Counter Checks are not acceptable.) or a letter from the financial institution (on Financial Institution letterhead) listing the account information, printed name, and signature of financial institution representative, title and contact information.
9. ***Please read the IAT Question carefully before selecting Yes or No. You MUST select one.***
10. Email address will be necessary for notification of payment.
11. Select the method to receive your remittance information. If none is selected it will automatically default to the remittance advice email.
12. Authorized Signature and Date. - At this time, a wet signature is required. Electronic signatures are not allowed.
13. Print name and Title of Signatory.

***Once the form has been completed, do not send via email. Please mail or fax along with the account documentation to:***

**West Virginia State Auditor's Office**  
ePayments Division  
State Capitol, Bldg. 1 Room W-100  
1900 Kanawha Blvd. E.  
Charleston, WV 25305  
Fax: (304) 340-5084

For any questions regarding this form, please contact the ePayments Division at 1-800-500-4079.

# WV OASIS eVendor Agreement Setup

West Virginia State Auditor's Office, ePayments Division  
Telephone: 1-800-500-4079 Fax: (304) 340-5084 www.wvsao.gov

VENDOR NAME: \_\_\_\_\_

FEIN/SSN: \_\_\_\_\_

WV OASIS

VENDOR #: \_\_\_\_\_

PAYMENT ADDRESS 1: \_\_\_\_\_

PAYMENT ADDRESS 2: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_



## ACCOUNT INFORMATION

FINANCIAL INSTITUTION NAME: \_\_\_\_\_

Checking - Attach a voided check

ROUTING #: \_\_\_\_\_

Savings

ACCOUNT #: \_\_\_\_\_



## IN ORDER TO PROCESS THIS AGREEMENT ONE OF THE FOLLOWING IS REQUIRED

VOIDED CHECK (COUNTER CHECKS ARE NOT ACCEPTABLE)

A LETTER FROM THE FINANCIAL INSTITUTION (ON FI LETTERHEAD) LISTING THE ACCOUNT INFORMATION, PRINTED NAME AND SIGNATURE OF FINANCIAL INSTITUTION REPRESENTATIVE, TITLE AND CONTACT INFORMATION.



## IAT - INTERNATIONAL ACH TRANSACTION - ONE BOX MUST BE CHECKED

ARE FUNDS RECEIVED BEING DEPOSITED IN A U.S. FINANCIAL INSTITUTION AND THE AMOUNT SUBSEQUENTLY FORWARDED TO A FINANCIAL INSTITUTION IN A FOREIGN COUNTRY?

YES

NO

# eVendor Agreement Setup

West Virginia State Auditor's Office, ePayments Division  
Telephone: 1-800-500-4079 Fax: (304) 340-5084 www.wvsao.gov

## PAYMENT NOTIFICATION & REMITTANCE INFORMATION

EMAIL ADDRESS: \_\_\_\_\_

PLEASE SELECT THE METHOD YOU WISH TO RECEIVE YOUR REMITTANCE INFORMATION:

REMITTANCE ADVICE VIA EMAIL

CTX FORMAT (ANSI ASC X12 820 VERSION 4010)

## AUTHORIZATION

I hereby authorize the State of West Virginia, hereinafter called State, to initiate credit entries to my (our) depository financial institution as indicated, hereinafter called Depository, and to credit the same to such account. I further authorize the State to initiate debit entries as adjustments for credit entries made in error. Also I acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law and the rules as set forth by the National Automated Clearing House Association (NACHA). The State will not be responsible for any loss that may arise solely by reason of error, mistake, omission or fraud regarding information provided on this agreement. This agreement is to remain in full force and effect until the State has received a written notice of termination from me, or a company representative, in such time and manner to afford the State a reasonable opportunity to act on it.

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_