

**STATE OF NEW YORK  
OFFICE OF THE STATE COMPTROLLER  
H. CARL McCALL  
STATE COMPTROLLER**

**Electronic Payments Guidelines for Participants**

These guidelines apply to payees who elect to participate in the Electronic Payments program offered by the NYS Office of the State Comptroller (OSC).

**Electronic Payments Instead of Checks**

- If you elect to participate in OSC's Electronic Payments program, payments formerly made by check will be made by electronic funds transfer through the Automated Clearinghouse (ACH) network.
- Once you enroll in Electronic Payments, all payments processed through OSC's Central Accounting System will be made electronically.
- Enrollment in Electronic Payments is voluntary.

**Identifying Your Bank Account**

- You must complete an Electronic Payments Authorization Form that includes bank and bank account information.
- You can designate only one bank account which will be used for all electronic payments.
- Your Electronic Payments Authorization Form must be signed and dated by an authorized individual.
- Your completed Electronic Payments Authorization Form must be submitted to your financial institution.

**Verifying Your Bank Account**

- The financial institution must enter its ACH routing number on the Electronic Payments Authorization Form.
- An authorized officer of the financial institution must certify that the bank account information is correct.
- The financial institution must submit the completed original Electronic Payments Authorization Form directly to the Office of the State Comptroller (OSC), at the address shown at the end of these guidelines.

## Electronic Payments Guidelines for Participants

### Setting Up Electronic Payments

- After OSC receives your Electronic Payments Authorization Form, it may take up to two weeks to complete the enrollment process.
- OSC will run a test (called a pre-note) against your account with a zero-dollar transaction.

### E-Mail Notification

- You may choose to receive notification of electronic payments through your e-mail.
  - ✓ To select this option, you must enter your official e-mail address on the Electronic Payments Authorization Form.
  - ✓ You may identify only one e-mail address for Electronic Payments notification.
- If you select e-mail notification, you will receive two-day advance notice of electronic payments.
  - ✓ All payments for that day, from one or more State agencies, will be combined into one electronic payment.
  - ✓ Each item included in the electronic payment will be described on the e-mailed remittance advice.
  - ✓ Payment reference information provided to you by your bank will indicate "NY ACH PYMT" and "TRACE (number)." A trace number is a serial number for the ACH transaction, similar to a check number.
- You can view payment reference information for electronic payments (and checks) at OSC's secure web site:  
**<https://www2.osc.state.ny.us/pay>**
  - ✓ The e-mail notification for each electronic payment will include a link to this web site. You will need to enter your Payee ID (FEIN, SSN or Municipal Code) to access your payment information.
  - ✓ You may also use this web site to obtain information on prior payments to you. You need to enter your Payee ID and a valid Electronic Payments trace number (or a check number) to get your payment information.
- If you do not select e-mail notification, you will have to arrange for notification with your financial institution.

## Electronic Payments Guidelines for Participants

### Changing Electronic Payments or E-Mail Information

- If you change the account designated for electronic payments, you must submit a new Electronic Payments Authorization Form, as soon as possible, using the same procedures as the original enrollment.
  - ✓ If an electronic payment is returned to OSC due to unreported changes in a bank or bank account, a check will be issued and mailed promptly.
- If you change the e-mail address, send a message from your new address to the e-mail address shown at the end of these guidelines. Be sure to include your Payee Name and Payee ID (FEIN, SSN or Municipal Code).

### Withdrawing from the Program

- If you choose to withdraw from Electronic Payments, you must notify OSC in writing at the address shown at the end of these guidelines.
  - ✓ After receipt of your withdrawal notification, it may take up to one week to process the request.

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All correspondence relating to OSC's Electronic Payments program should be directed to:

NYS Office of the State Comptroller  
Bureau of Accounting Operations  
Warrant & Payment Control Unit  
A.E. Smith State Office Building - 4<sup>th</sup> Floor  
Albany, NY 12236

Telephone: (518) 474-4032

e-mail: [epunit@osc.state.ny.us](mailto:epunit@osc.state.ny.us)

This information is also available at [www.osc.state.ny.us](http://www.osc.state.ny.us).