

EFT/Direct Deposit Quick Start Guide

Vendors who want to direct NYC payments from FMS to a single bank account can enroll in EFT/Direct Deposit using the Payee Information Portal (PIP)

This guide provides the steps to set up a single bank account for vendor payments to be made with Electronic Funds Transfer (EFT)/Direct Deposit from the New York City Financial Management System (FMS). The EFT/Direct Deposit enrollment is done online at www.nyc.gov/PIP.

- If you already have a PIP User ID and password, you can login to PIP and proceed to add or change your bank account information.
- If you are a **new** vendor doing business with the City of New York, you can create a new PIP account and vendor code, and then add your bank account information for EFT immediately.

NOTE – Contact the City of New York’s Department of Finance (DOF) directly at VendorEFT@Finance.nyc.gov instead of using the PIP EFT enrollment features if:

- **you have multiple bank accounts to be enrolled**
- **you want to delete the EFT bank account**
- **your business is a non-US business entity (foreign vendors)**

For enrollment you need the following information, preferably from one of your checks:

- Name on your Bank Account
- ABA (Routing) Number
- Your Bank Account Number and Type (checking or savings)
- At least one of the following documents, in electronic file format on your computer, to attach to the PIP enrollment submission.
 - Copy of voided check imprinted with vendor name
 - Current bank statement
 - Letter from your bank

NOTE - The following attachment file types are allowed: pdf, txt, doc, docx, rtf, jpg, tif, tiff, png, psd, gif, bmp, and zip, with a maximum size of 2 MB each file. The File Name can contain the dash or underscore, but should not contain other special characters. Do not include any sensitive information in the Description or File Name, i.e., Bank Account Number.

EFT/Direct Deposit Quick Start Guide

1. Open the PIP home page, www.nyc.gov/pip and login.
2. Go to the **EFT Enrollment** tab.

The screenshot shows the EFT Enrollment page with several annotations:

- A red box highlights the "EFT Enrollment" tab in the top navigation bar.
- A blue callout bubble points to the "EFT Enrollment" header with the text "messages are displayed here".
- A blue callout bubble points to a question mark icon next to the "Update EFT Information" section with the text "? button shows location of bank account and ABA (Routing) numbers".
- A red box highlights the "Update EFT Information" section, which includes fields for Name on Bank Account, Bank Account Number, and Bank Account Type.
- A red box highlights the "ABA (Routing) Number" field, which contains the value "011102094".
- A blue callout bubble points to the "Lookup" button with the text "confirm Bank Name displayed here is correct".
- A blue callout bubble points to the "Continue" button at the bottom left.

Current EFT Information

Vendor Name: FEDERAL TRAINING CENTER Bank Account Number :
Name on Bank Account :
EFT Status :

Update EFT Information

*Name on Bank Account : Federal Training Center *ABA (Routing) Number: 011102094 Lookup
*Bank Account Number : WACHOVIA BANK N.A.
*Bank Account Type : Checking

Continue View Pending EFT Changes

In the **Update EFT Information** section near the bottom of the screen:

3. Enter *Name on Bank Account*, as it appears on your check or statement.
4. Enter the *Bank Account Number*, as printed on your check or statement.
5. Select the *Bank Account Type* from the drop down list, Checking or Savings.
6. Enter the *ABA (Routing) Number*, as printed on your check.
7. Click the **Lookup** button to display the bank name below your entry.
8. Confirm the *bank name* is correct. NOTE: If the bank name isn't displayed, a message at the top of the page explains the error. Verify your entry against your check.
9. Click the **Continue** button to attach your documentation.

EFT/Direct Deposit Quick Start Guide

Account Information | Financial Transactions | Subcontract Information

Summary | Business Info | Addresses & Contacts | Users | EFT Enrollment

Add EFT Attachments

Please attach one or more of the following documents to enroll in EFT or to modify your EFT bank account information:

- copy of voided check imprinted with your vendor name
- current bank statement
- letter from your bank.

Bank documentation must contain the vendor/company name, complete bank account and ABA (routing) number, bank representative's signature, printed name, and date signed.

The buttons allow you to:

- **Browse** - Find and select the bank documentation on your computer or network.
- **Attach File** - Describe and attach the documentation you need and provide a File Name. The following file types are allowed: pdf, txt, doc, docx, rtf, jpg, tif, tiff, png, psd, gif, bmp, zip with a maximum size of 2 MB.
 - Do Not include any sensitive information in the Description or File Name, i.e., Bank Account Number.
 - Attached files are scanned and listed below when no virus exists.
- **Delete** - Delete an attachment.
- **Continue** - Go to the next step.
- **Cancel** - Go back to the preceding page. Attached files are deleted.

New Attachments

File: Description:

File Name	Date	User ID	Description
First	Prev	Next	Last

1. Click the **Browse** button to find your bank documentation on your computer.
2. When the **Choose File to Upload** window opens, find the file you need to attach and select it. The selected file name displays in the **File:** box next to the Browse button.
3. You have an option to enter a *Description* of the file.
4. Click the **Attach File** button.

EFT/Direct Deposit Quick Start Guide

A message at the top of the page indicates that your file uploaded successfully. The file you attach successfully is displayed below. If it doesn't upload, the message will contain the explanation.

Files must be attached one at a time to be scanned for viruses; there is no limit to the number. If you have another file to attach, repeat steps 1-4 above.

5. Click the **Continue** button to review and electronically sign the Direct Deposit/Electronic Funds Transfer (EFT) form.

The screenshot shows the EFT Enrollment page with a navigation bar at the top containing 'Account Information', 'Financial Transactions', and 'Subcontract Information'. Below the navigation bar are tabs for 'Summary', 'Business Info', 'Addresses & Contacts', 'Users', and 'EFT Enrollment'. A message box at the top left states 'You have 1 messages' with a red circle around it. Below the message, it says '1: Information : File upload successful.' with a red circle around the text. There are two buttons: 'View All Details' and 'Submit Question'. The main heading is 'Add EFT Attachments'. Below this, there is a list of required documents: 'copy of voided check imprinted with your vendor name', 'current bank statement', and 'letter from your bank'. A paragraph explains that bank documentation must contain the vendor/company name, complete bank account and ABA (routing) number, bank representative's signature, printed name, and date signed. A section titled 'The buttons allow you to:' lists: 'Browse - Find and select the bank documentation on your computer or network.', 'Attach File - Describe and attach the documentation you need and provide a File Name. The following file types are allowed: pdf, txt, doc, docx, rtf, jpg, tif, tiff, png, psd, gif, bmp, zip with a maximum size of 2 MB. Do Not include any sensitive information in the Description or File Name, i.e., Bank Account Number. Attached files are scanned and listed below when no virus exists.', 'Delete - Delete an attachment.', 'Continue - Go to the next step.', and 'Cancel - Go back to the preceding page. Attached files are deleted.' Below this is a section titled 'New Attachments' with a 'File:' input field, a 'Browse...' button, a 'Description:' input field, and an 'Attach File' button. A table below shows a list of attachments with columns for 'File Name', 'Date', 'User ID', and 'Description'. The first row is 'FTC void.docx', '11/20/19', 'FEDERAL1', and 'void copy'. There is a 'Delete' link next to the description. Below the table are 'First', 'Prev', 'Next', and 'Last' buttons. At the bottom right, there are 'Continue' and 'Cancel' buttons, with 'Continue' circled in blue.

You have 1 messages

1: Information : File upload successful.

[View All Details](#) [Submit Question](#)

Add EFT Attachments

Please attach one or more of the following documents to enroll in EFT or to modify your EFT bank account information:

- copy of voided check imprinted with your vendor name
- current bank statement
- letter from your bank.

Bank documentation must contain the vendor/company name, complete bank account and ABA (routing) number, bank representative's signature, printed name, and date signed.

The buttons allow you to:

- **Browse** - Find and select the bank documentation on your computer or network.
- **Attach File** - Describe and attach the documentation you need and provide a File Name. The following file types are allowed: pdf, txt, doc, docx, rtf, jpg, tif, tiff, png, psd, gif, bmp, zip with a maximum size of 2 MB.
 - Do Not include any sensitive information in the Description or File Name, i.e., Bank Account Number.
 - Attached files are scanned and listed below when no virus exists.
- **Delete** - Delete an attachment.
- **Continue** - Go to the next step.
- **Cancel** - Go back to the preceding page. Attached files are deleted.

New Attachments

File: [Browse...](#) Description: [Attach File](#)

File Name	Date	User ID	Description	
FTC void.docx	11/20/19	FEDERAL1	void copy	Delete

[First](#) [Prev](#) [Next](#) [Last](#)

[Continue](#) [Cancel](#)

EFT/Direct Deposit Quick Start Guide

A form is displayed with the bank information you entered. Carefully review it for accuracy.

Sign Document

NYC Department of Finance
CITY OF NEW YORK • DEPARTMENT OF FINANCE • TREASURY DIVISION
Direct Deposit/Electronic Funds Transfer (EFT)
ENROLLMENT OR ACCOUNT CHANGE

VENDOR INFORMATION	
Vendor/Customer Code	003049206
Vendor Name	FEDERAL TRAINING CENTER
Vendor Email Address	
Vendor Telephone Number and Extension	

BANK INFORMATION	
Name on Account	Federal Training Center
Account Number and Account Type	1234567890 Checking
	011102094

I, hereby confirm my authority, as an authorized signer of the above-referenced bank account ("Account"), to issue this instruction to credit and debit, via the Automated Clearinghouse, the Account. I authorize the City of New York to deposit, via Automated Clearinghouse credit entry, all entitled payments to the Account and to initiate, as necessary, Automated Clearinghouse debit entries to adjust any Automated Clearinghouse credit (i) made in error (ii) deposited for an incorrect amount, or (iii) that is a duplicate of a correct payment. The City of New York will make a reasonable effort to communicate with me to notify me of a debit entry that will be made to the Account. I understand that this authorization will remain in effect until a written instruction, properly executed by me, authorizing cancellation is submitted to the City of New York's Department of Finance.

**I declare that I read and agree to the above statements, I examined the information within my EFT, and I certify that my EFT is correct.*

I Agree I Do Not Agree

* Enter Password: ●●●●●●●●

If you clicked 'I Do Not Agree', click 'Back' to return to the previous screen.

If you clicked 'I Agree', please enter the password associated with your PIP User ID and click 'Sign' to electronically sign your EFT.

The City's EFT review and approval process is 5-10 business days, excluding City holidays.

1. Select **I agree** on the form after reviewing the information and reading the terms.
2. Enter your PIP Password to electronically sign the form.
3. Click the **Sign** button to submit the form.

Payee Information Portal

Home | Help | Accessible Help | Site Map | Privacy Report | Logout

Account Information | Financial Transactions | Subcontract Information

Summary | Business Info | Addresses & Contacts | Users | EFT Enrollment

EFT Request Submitted

Your request to enroll in EFT or to modify your EFT bank account information was submitted to the Department of Finance. Upon approval, your bank can then take up to 10 business days to validate your bank account information.

Note: This is your only opportunity to download a copy of your EFT Form. After you leave this screen you will no longer be able to view it.

Downloadable Forms

[Download EFT Form](#)

1. Click the **Download EFT Form** link to save and print the electronically signed EFT Form.
NOTE: After you leave this page, you will no longer be able to view or save the form.
You have completed the EFT request process. Next steps are DOF review and bank validation.
2. Click the **Next** button if you see a need to update the EFT request on the same business day as submitted, or click **Logout**.

EFT/Direct Deposit Quick Start Guide

Next Steps: You will receive an email from DOF (VendorEFT@Finance.nyc.gov) confirming the EFT enrollment form receipt. DOF reviews your EFT information to approve or reject it. You will receive a second email from DOF when the review is completed. If the EFT form is rejected, the explanation is included, and you can login to PIP again to submit correct information in the EFT Enrollment page, or contact DOF directly at VendorEFT@Finance.nyc.gov.

NOTE: You can see your submitted bank information (View Pending EFT Changes) until DOF completes their review, but can ONLY update the bank information on the same business day it was submitted.

1. From the **EFT Enrollment** page, click the **View Pending Changes** button to view or update information.

Home | Help | Accessible Help | Site Map | Logout

Account Information | Financial Transactions | Subcontract Information

Summary | Business Info | Addresses & Contacts | Users | EFT Enrollment

View Pending EFT Changes

The update you requested is listed below when it is awaiting the City's review and approval. A status of "New Change" indicates the request is submitted at the end of the business day. A "Pending Approval" status indicates the request was submitted to the City and is awaiting approval.

The Pending Attachments List shows the files you attached with your update request.

Update Pending Changes allows you to modify the information you previously entered during the day. Other Pending requests that were entered are backed out and the associated attachments are deleted. You are returned to the EFT Enrollment page where you can reenter Bank information and reattach the appropriate documentation.

When the status is "Pending Approval" no updates to your EFT Account information are allowed.

Attribute Changed	Change Entered By	Change Entered On	Last Updated On	Old Value	New Value
Account Number	FEDERAL1	11/20/2019	11/20/2019		*****7890
EFT Status	FEDERAL1	11/20/2019	11/20/2019		Prenote Requested
✓ Name on Bank Account	FEDERAL1	11/20/2019	11/20/2019		Federal Training Center

First | Prev | Next | Last

Back | **Update Pending Changes** | Pending EFT Attachments List

Attribute Changed: Name on Bank Account
Change Entered By: FEDERAL1
Change Entered On: 11/20/2019
Last Updated On: 11/20/2019

Old Value:
New Value: Federal Training Center
Status: New Change

On the **View Pending EFT Changes** page, you will see the entries you submitted.

2. Click the **Update EFT Pending Changes** button to make changes and re-submit.
NOTE: the *Update EFT Pending Changes* button is disabled the day after you submit your EFT request.
3. If no changes are needed, go **Back** or **Logout**.

BANK VALIDATION: When DOF approves your application, it is routed to your bank for validation, which can take up to 10 business days. You can check the progress in the PIP Account Summary page, or EFT Enrollment page, *Current EFT Information* section, **EFT Status** as follows:

- *Prenote Pending* – Vendor EFT Enrollment information is awaiting bank account validation.
- *Prenote Rejected* – The bank rejected your Vendor EFT enrollment application.
- *Eligible for EFT* – Payments will be made via EFT.
- *Not Eligible for EFT* – The bank rejected a City of New York payment to your bank account. You can check with your bank to see why it was rejected.
- *EFT Hold* – The City of New York placed a hold on your EFT enrollment.

If you have any questions about your EFT account, contact DOF directly at VendorEFT@Finance.nyc.gov.