



Add member bank information

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[Grants and Projects > Tables > SSA Members > Bank Code](#)

Add the member's bank information to be used for any EFT payments that are processed in the Grants and Projects application. If the member uses the same bank account information for vendor EFT payments, this page does not need to be completed.

The bank information hierarchy is as follows: This page is the primary source of bank information for grant payments. If this page is blank, the bank information from the [Finance > Maintenance > Vendor Information > Vendor Miscellaneous](#) tab is used. If the Vendor Miscellaneous tab is blank, a check is issued.

☐ Under **Bank Information:**

EFT E-mail	Type the member's email address to send EFT payment information. The field can be a maximum of 100 characters. This field is required when adding a bank information record.
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Bank	Begin typing a bank code or name. As you type the data, a drop-down list of corresponding data is displayed. The bank information must exist on the Finance > Tables > Bank Codes tab. Select a bank code. If the bank code or name is not known, click to select a bank from the Banks lookup or press the SPACEBAR to view a list of banks.
Bank Acct Nbr	Type the corresponding bank account number for the selected bank.
Bank Acct Type	Select the account type for the selected bank and bank account number. <ul style="list-style-type: none"> • 2 <i>Checking account</i> • 3 <i>Savings account</i>
PreNote	Select to generate a prenote to the bank.

☐ Click **Save**.

