



## **Add/Update EFT Information**



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Create the LEA's EFT record to be used when sending vendor EFT payments to their bank. This function is accomplished by creating an EFT file during a payment run. This file is then given to the local education agency's (LEA) bank to be transmitted to an automatic clearinghouse.

Enter the EFT data for the LEA's EFT bank account to be used for Finance checks. Reference the [Payroll > Tables > Bank Codes > EFT](#) tab if using the same EFT bank.

| Field                        | Description   |
|------------------------------|---|
| <b>Immediate Destination</b> | Type the nine-digit Federal Reserve routing number used to identify the receiving point. This number is provided by the individual bank. The field length is ten digits, since some banks require a leading space before the nine-digit routing number. If you type the nine-digit routing number and later need to add a space before the number, you must do the following:<br><br>Change the field to a random number (e.g., 123456789).<br><br>Click <b>Save</b> .<br><br>Add a leading space with the appropriate nine-digit routing number following the space (e.g., [space]987654321).<br><br>Click <b>Save</b> again.<br>Only follow these steps when you need to add a space before a number that was previously saved. |
| <b>Company ID Type 5</b>     | Type the ten-digit code used to identify the LEA. This is either the employer identification number with a 0 added on the end of the number or a leading 1, depending on the vendor's bank.   |

| Field                          | Description  |
|--------------------------------|--|
| <b>Originating DFI ID Code</b> | Type the eight-digit code used to identify the originating DFI. This is the LEA's bank routing number without the last digit.  |
| <b>Company ID Type 8</b>       | Type the ten-digit code used to identify the LEA. This is either the employer identification number with a 0 added on the end of the number or a leading 1, depending on the vendor's bank.  |
| <b>Employer Offset Account</b> | Type the offset account number used to debit the LEA's bank account. This number is the LEA's payroll bank account number and will be included in the EFT file. Leave blank to exclude debits from the EFT file.   |
| <b>Immediate Origin</b>        | Type the ten-digit code used to identify the EFT sending point. There is a leading space plus the routing number for the LEA's bank.   |
| <b>Originator Status Code</b>  | <p>Type the one-digit code used to identify the originator of the EFT tape. Valid codes for this field include the following:</p> <p>1 - Originator is an ACH association member or originating DFI, subject to ACH rules</p> <p>2 - Originator is a federal government entity or agency not subject to ACH rules</p> <p>3 - Originator is not an ACH member or originating DFI, but subject to ACH rules</p>              |
| <b>Bank Code</b>               | Click  to select the assigned code for the LEA's bank.  |
| <b>ACH Service Class Code</b>  | <p>Click  to select one of the following codes:</p> <p>200 - Mixed debits and credits - The EFT file includes 5200 and 8200 records indicating that the file could contain debit and credit amounts.</p> <p>220 - Credits only - The EFT file includes 5220 and 8220 records indicating that the file only contains credit amounts.</p> |

Click **Save**.



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