



GEORGIA ENVIRONMENTAL FINANCE AUTHORITY  
ACH DEPOSITS/WITHDRAWALS AUTHORIZATION FORM

Please complete this form and return to:  
GEFA Financial Services Division, 47 Trinity Avenue SW, 5th FL  
Atlanta, GA 30334-9006 Email: finance@gefa.ga.gov  
404-584-1000

Use this information for all GEFA business:  
(if selected, this information will supersede prior information provided)

Invoice or Award/Project Number:

**PAYEE LEGAL NAME**

Payee Name:

Payee Address Line 1:

Payee Address Line 2:

City/State/Zip Code:

**Payee Information:**

Federal Employer Identification No.

OR

Social Security No., If sole proprietor or not incorporated

**FINANCIAL INSTITUTION FOR DEPOSITS**

Bank Name:

Bank Address Line 1:

Bank Address Line 2:

City/State/Zip Code:

Bank Phone No.

ABA/Routing No.:

(must be nine digits)

Account No.:

(include all leading zeroes, if any)

**Contact Information:**

Finance Contact Name:

Finance Contact Phone No.:

Finance Email Address (deposits):

Finance Email Address (withdrawals):

(if different from deposits email address)

SAM Unique Entity Identification No.:

E-Verify No.:

E-Verify Date of Authorization/Issuance:

Use same information above for withdrawals to repay loans:

Yes

No

(if no, please complete the section below)

**FINANCIAL INSTITUTION FOR WITHDRAWALS**

Bank Name:

Bank Address Line 1:

Bank Address Line 2:

City/State/Zip Code:

Bank Phone No.:

ABA/Routing No.:

(must be nine digits)

Account No.:

(include all leading zeroes, if any)

These instructions are authorized, and the terms and conditions for Electronic Funds Transfer deposits and withdrawals included in the instructions are accepted by the below authorized representative:

Printed Name:

Authorized Signature and Date:

(electronic signature is accepted)

**Important Information:**

A signed letter on your bank's letterhead, a voided pre-printed check, or voided pre-printed check verifying your account information must accompany this completed form. Please complete this form in its entirety. Vendor account setup will be delayed if the form is not complete and will be returned until all applicable information requested is received. Due to increasing fraud and identify theft, additional account verification measures may be taken by the Georgia Environmental Finance Authority or agents of its component unit.

# INSTRUCTIONS

## Header Section:

If you would like the Georgia Environmental Finance Authority (or its component unit) to use this banking information for every deposit or withdrawal for you or your organization, click the upper  
1 right check box.

2 Invoice or Award/Project Number. This information may be pre-filled. If not, and you have not selected the above check box, indicate the invoice or document number for deposit or  
withdrawal.

## Payee Legal Name Section:

1 Enter payee's legal name, address, payee, and contact information in the indicated fields.

2 SAM.GOV Unique Entity Identification No. A Unique Entity Identifier (UEI) number is a unique nine-digit identifier for businesses, issued by SAM (System for Award Management). You can  
think of it as your business's social security number, except you have to request one rather than automatically being assigned one.

3 E-Verify No. Is a number assigned to each participating employer in the United States that serves as a unique identifier for their E-Verify account, which is a web-based system used to verify  
the employment eligibility of newly hired employees.

4 E-Verify Date of Authorization/Issuance. This date is the date you registered for E-Verify.

5 Printed Name. Type name of financial contact.

6

Authorized Signature and Date. An authorized representative who is listed as a bank contact must sign form electronically or by ink. Please date when the form was signed and authorized.

## Financial Institution for Deposits Section:

1 Provide bank name, address, and phone number.

2 ABA/Routing No. Enter your ABA (America's Banking Association) number oftentimes referred to as routing number for the financial institution.

3 Account No. Enter your checking or savings account number to receive deposits into.

## Primarily For Loan Recipients and other entities who allow electronic debit:

**As a convenience, if you are using the same banking information for deposits and withdrawals, please indicate so and skip this section.**

## Financial Institution for Withdrawals Section:

1 Provide bank name, address, and phone number.

2 ABA/Routing No. Enter your ABA (America's Banking Association) number oftentimes referred to as routing number for the financial institution.

3 Account No. Enter your checking or savings account number to have funds withdrawn from.