



## **PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT) INFORMATION GUIDE FOR VENDORS & EFT APPLICATION**

Updated: April 2010

Electronic Funds Transfer (EFT) is the fastest, safest way to receive payment from Public Partnerships, LLC (PPL) for delivery of services to consumers who receive support from IN FSSA.

For specific instructions to set-up an EFT account, review the 3 steps below and complete the attached application. If you have any questions, contact PPL toll free at 1-866-264-2296 or email at PPLIN2@pcgus.com.

### **1. MEET EFT REQUIREMENTS**

You may receive payment for invoices by Electronic Funds Transfer (EFT) if you meet the following requirements:

1. You must expect to receive routine PPL payments.
2. You must fill-out the Vendor EFT Authorization form. The person filling out the form must have the authority to authorize processing.
3. You must agree to immediately notify PPL in writing if you change your bank, account number or type, ABA routing number, and contact information. With changes, you may need to submit a new Vendor EFT Authorization form.

### **2. SUBMIT EFT APPLICATION TO PPL**

Complete and sign the EFT application and enclose with it a voided check or a letter from your bank that states your account number for the account you wish the payment to be deposited. If you wish to deposit into a savings account, a deposit slip is also acceptable documentation. The application and the voided check must be mailed to:

Mail:

Public Partnerships, LLC  
Fiscal Agent Services  
6 Admirals Way  
Chelsea, MA 02150

### **3. AWAIT CONFIRMATION FROM PPL**

Your EFT account will become active after PPL verifies your bank account number with your bank. **The whole process will take 1 to 2 weeks from the time we receive your signed application.**

If there is a change in bank account information, your PPL payment account will be taken off EFT status until the new bank account information is verified. **Verification may take a few weeks. You will receive regular paper checks in the interim period.**

The EFT payment is sent on payday and should be in your bank account the next morning. Please be aware that bank holidays may delay payment posting. After considering bank holidays, contact PPL if you don't receive your payment on time.