

How to complete the Electronic Funds Transfer (EFT) Form:

Please be aware that this is a 2 PAGE form, if any information/signatures are missing, this will delay payment.

For Page 1 of the EFT FORM

The top portion will already be filled out!

Base Name: USAF Academy

1099: NO

EFT ENROLLMENT TYPE: NEW

CURRENCY TYPE: USD

LEFT HAND Side of EFT Form (PAGE 1)

Under "CONTRACTOR", please complete the following line items:

- a) NAME of PERSON RECEIVING PAYMENT
- b) ADDRESS of PERSON RECEIVING PAYMENT
- c) Last 4 of SSN (TIN not required)

Under "VENDOR PAYMENT NOTIFICATION INFORMATION", please complete the following line items:

- a) NAME of PERSON RECEIVING PAYMENT
- b) EMAIL ADDRESS of PERSON RECEIVING PAYMENT

RIGHT HAND Side of EFT Form (PAGE 1)

Under "CONTRACTOR FINANCIAL INSTITUTION", please complete the following line items:

- A) NAME of BANK/FINANCIAL INSTITUTION
- B) ADDRESS of BANK/FINANCIAL INSTITUTION
- C) ABA/ROUTING NUMBER of BANK/FINANCIAL INSTITUTION (U.S. BANKS)
- D) BANK ACCOUNT NUMBER (ALL DIGITS)
- E) NAME of ACCOUNT (This is the account holders name, if different then the name listed under Contractor Name on Left Hand Side of Page 1.
- F) Select Account Type (CHECKING or SAVINGS)

PLEASE NOTE: If you have a foreign bank account, please make sure you fill out the following items along with the items listed above:

- a) INTERMEDIARY BANK NAME
- b) INTERMEDIARY BANK SWIFT CODE
- c) IBAN Number
- d) BANK ACCOUNT NUMBER (ALL DIGITS)

DO NOT COMPLETE the section below AFSVA/FMNTC USE ONLY

For Page 2 of the EFT FORM

EFT Form payment Terms & Conditions.

After all information is completed from Page 1, review and SIGN & DATE PAGE 2! Without a signature on PAGE 2, the EFT will not be processed in a timely matter and will be sent back for completion.