

## Enrolling in ACH Direct Deposit

Institutions that receive, or wish to receive, Post-9/11 GI Bill payments via direct deposit must submit a request, or any change in information, on school letterhead.

To process the request, the institution must provide the following information:

- Name of Institution
- Address of Institution (Street Number, City, State, Zip)
- Tax ID #
- Facility Code(s)
- Address of Financial Institution
- Nine Digit Routing Number
- Account Number
- Type of Account (Checking or Savings)

The letter should be dated and signed by an official legally authorized to add or amend the account for which Post-9/11 GI payments will be issued. The title and telephone number of the signing official must be provided. No changes will be processed without a valid signature.

VA no longer accepts change requests submitted on VA Form 22-8794a (Electronic Funds Transfer (EFT) Information).

Federal regulation, found in 31 C.F.R. § 208.3 provides that, subject to section 208.4, "all Federal payments made by an agency shall be made by electronic funds transfer" (EFT). None of the exceptions contained in section 208.4 apply to the Department of Veterans Affairs (VA) education payments paid to vendors on behalf of a Veteran.

Chapter 33 payments made to schools on behalf of students are considered vendor payments and therefore are required to be made via EFT. Schools currently receiving payment by paper check are out of compliance with 31 C.F.R. § 208.3. To correct this matter, a school must enroll in ACH direct deposit by following the instructions stated above.