

Adding or Updating Supplier EFT Information

The preferred method of payment for the state of Ohio is EFT (Electronic Funds Transfer). The "Authorization Agreement for Direct Deposit of EFT Payments" (OBM-4310) is used to enroll in the EFT program and/or submit changes to the EFT information on the supplier record.

-  If the forms include provider information, refer to the "[Adding a Medicaid Provider](#)" topic to determine if the supplier needs to be added as a Medicaid provider.
-  If a request is received from RACM to add or update an Automatic Clearing House (ACH) or Electronic Data Interchange (EDI) payment method for an existing supplier, refer to the "[Entering an ACH or EDI Payment Method](#)" topic.
-  If an EFT request is received from Lottery and Opportunities for Ohioans with Disabilities (OOD), refer to the "[Adding or Updating a Lottery Winner or OOD EFT](#)" topic.
-  When updating address or EFT for government entities, school districts, democratic and republican parties, and fire departments, send an email notification to Department of Taxation: Brandon.Carbaugh@tax.state.oh.us.
-  Click [here](#) for DNR State Match Payments.
-  Click [here](#) for Ohio Development Services Agency.

21. When a supplier sends a test transaction for the new account number.
22. Select "Payment Only" from the [Transaction Handling](#) dropdown.
23. Click on the [Supplier Bank Account Options](#) to expand the section.
24. Follow the steps below to update the **Supplier Bank Accounts** information.
 - a. Update the [Description](#) with "BANK ACCOUNT***** <last 4 digits of the account number>."
 - b. Update the [Bank Name](#) with the name of the financial institution provided on the "Authorization Agreement for Direct Deposit of EFT Payments" form.
 - c. Select "Check Acct" (checking) or "Time Dep" (savings) from the [Account Type](#) dropdown based on the type of account identified on the "Authorization Agreement for Direct Deposit of EFT Payments" form.
 - d. Update [Bank ID](#) field with the verified "Transit Routing / ABA Number" provided.
 - e. Update [Bank Account Number](#) field with the account number provided on the "Authorization Agreement for Direct Deposit of EFT Payments" form.
 - f. Click the [Look up DFI Qualifier](#) icon.