

SOCIAL AND REHABILITATION SERVICES

SRS OPERATIONS

Rae Anne Davis, Deputy Secretary

(785) 296-3271

(785) 296-1158 Fax

Financial/Administration Operations

Dan Roehler, Director

Manager

(785) 368-6358

SRS Payables

Kathleen Schmidt,

(785) 291-3251

Dear Vendor:

The State of Kansas offers electronic deposit to vendors. Electronic deposit provides the highest degree of certainty that payments will be delivered to you securely, without the delay that can occur with paper warrants.

TO ACTIVATE ELECTRONIC DEPOSIT:

To activate electronic deposit, please complete the "Authorization for Electronic Deposit of Vendor Payment" form on the reverse side of this letter. To assure accuracy in establishing the Electronic Funds Transfer (EFT) account, please attach a voided check to the completed form.

These omissions are the most common reasons for authorizations to be returned:

- 1) Vendor SSN or FEIN: Nine digit social security number or federal employer tax identification number.
- 2) Title XIX Provider Number(s): For your Kansas Medicaid provider number(s) if applicable. This field must be completed to have medical/medicaid payments electronically deposited. If this form is being submitted with a new medicaid provider enrollment packet, leave this field blank and submit with the enrollment packet. The fiscal agent will complete this field and forward to SRS when the enrollment process is complete. **If you are not a Kansas Medicaid/Medical provider, mark this field "N/A".**
- 3) Transit / ABA No.: Nine digit bank routing number which can be found at the bottom of check. Contact your bank or financial institution with routing number questions.

TO CHANGE EXISTING ELECTRONIC DEPOSIT:

For changes to existing electronic funds transfer information: the bank or account number, mark "Financial Institution or Account Change" in Section A, sign and complete the form with updated information.

TO CANCEL ELECTRONIC DEPOSIT:

If you wish to cancel electronic deposit, complete the top portion of the form. Sign and date in Section B.

Mail or fax completed forms to: Kansas Department of Social and Rehabilitation Services
SRS Payables Unit
Docking State Office Building, 11th floor
915 SW Harrison Ave
Topeka, KS 66612-1570
FAX: (785) 296-1158

You may call (785) 296-2338 or (785) 291-3251 for assistance.