

Linking Banking Data for Organization that is currently enrolled in ASAP

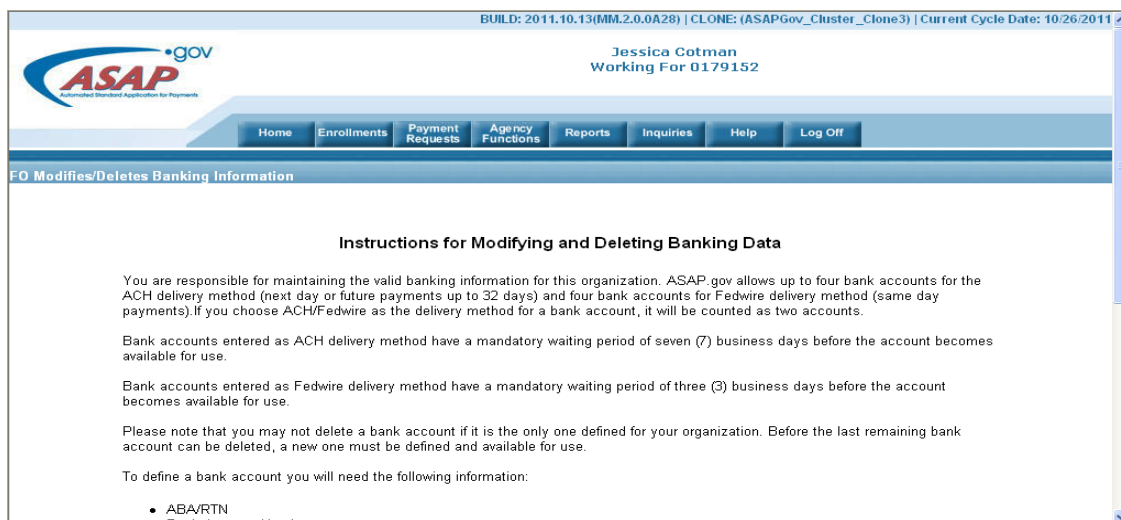
Financial Official (FO) will go to Modify/Delete Banking Data to link the banking data to a new agency.

The FO selects Modify/Delete Banking Data from the Enrollments dropdown menu.



The system will display the instruction page for Modifying/Deleting Banking Data.

The bottom half of the screen was cut off; however, the FO will select **Continue** to proceed to **Step 1 of 4 Select Bank Account**.



On Step 1 of 4 the system will display all the bank accounts assigned to the RO. The FO selects the Bank Account(s) that will be linked to the new FPA's ALC that is enrolling the RO.

FO selects the bank account to be modified, and select **Continue**.

Step 1 of 4
Select Bank Account

Recipient Name : AL DEPT OF INDUSTRIAL REL.
Organization Type : State Agency
DUNS :
EIN : 63-0674968
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Select one of the following:

Select	ABA/RTN	Bank Account Number	Account Title	Account Type	Payment Method	Further Credit ABA
☐	011501682	0065718907010	GENERAL INVESTMENT FUND	Checking	ACH	N/A
☒	011501682	456-789879	BOA	Checking	ACH/FEDWIRE	
☐	051000033	546-879879	BOA	Checking	FEDWIRE	
☐	051053682	91280277	Tara's Bank	Checking	FEDWIRE	
☐	051406543	92345678901234567	AL DEPT. OF IND. REL UTF		FEDWIRE	

The screen displayed below is **Step 2 of 4 Modify/Delete Banking Data**; however, the top portion is not displayed.

Once the FO selects the bank account the system displays **Step 2 of 4** which allows the FO to delete, edit, or link the banking data to the FPA's ALC.

The FO will check the box located next to the FPA's ALC that needs to be linked to the banking data displayed and select **Continue** to proceed to **Step 3 of 4 Review Banking Information**.

☐ Delete this bank account
OR
Edit the following:

*ABA/RTN:

*Bank Account Number:

*Account Title:

*Account Type:

*Payment Method:

Further Credit ABA:

*Financial Institution Official First Name: Last Name:

*Financial Institution Official Phone Number: - - Ext:

*Make this bank account available for payments drawn from (Click all that apply):

☐ BPD AGENCY ALC 20555091

☐ DEPARTMENT OF AGRICULTURE ALC 1235000105

☒ ALC 11223344

☒ TEST DIRECTOR 3 ALC 35795123

*Asterisk denotes required field.

Step 3 of 4 Review Banking Information displays the banking information that was acted upon by the FO. The FO can edit details, modify another bank account, or cancel the transaction. Once the FO reviews the banking data and the banking information is correct, select **Submit**, which will take the FO to the Financial Officer Certification page.

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FO Modifies/Deletes Banking Information

Step 3 of 4
Review Banking Information

Recipient Name : [AL DEPT OF INDUSTRIAL REL.](#)
 Organization Type : State Agency
 DUNS :
 EIN : 63-0674968
[View Officials](#)

Remove Row	Action	ABA/RTN	Bank Account Number	Account Title	Account Type	Payment Method	Further Credit ABA	Edit Details
☒	Modify	11501682	456-789879	BOA	Checking	ACH/FEDWIRE		

Submit Modify Another Cancel Help for this Step

On the Financial Officer Certification page the FO must select Accept for the changes to be processed. The system will take the FO to **Step 4 of 4 Banking Information Confirmation Page**.

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FO Modifies/Deletes Banking Information

Financial Officer Certification
Important Notice

Please check with your financial institution to make sure you have entered the correct routing and transit number (ABA/RTN) and bank account number. The United States, U.S. Department of the Treasury, and the participating Federal agency or entity are not responsible for misdirected payments in the event you enter incorrect or inaccurate ABA/RTN or bank account number information. The Recipient Organization bears the risk of loss for such misdirected payments.

Click "Accept" to complete the submission of your ABA/RTN and bank account number enrollment information. By clicking "Accept" you agree that you have read and understood this Important Notice.

Click "Exit Screen" to review or edit your ABA/RTN and bank account number information.

Accept Exit Screen

Step 4 of 4 Banking Information Confirmation provides the details of the action taken and provides a confirmation number that can be used for tracking purposes.

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FO Modifies/Deletes Banking Information

Step 4 of 4
Banking Information Confirmation

Recipient Name :	AL DEPT OF INDUSTRIAL REL.
Organization Type :	State Agency
DUNS :	
EIN :	63-0674968

You have certified that the correct routing and transit number (ABA/RTN) and bank account number have been entered. The grantor Federal Agency and the United States Treasury are not responsible for a misdirected payment in the event you entered incorrect ABA/RTN or bank account number information.

Confirmation Number: 162951

Action :	Modify
ABA/RTN :	51406543
Bank Account Number :	92345678901234567
Account Title :	AL DEPT. OF IND. REL UTF
Financial Institution Name :	OLD POINT NATIONAL BANK OF PHOEBUS
Account Type :	Checking
Payment Method :	FEDWIRE
Further Credit ABA :	
Financial Institution Official Name :	BOB HARRISON
Financial Institution Official Telephone Number :	334-242-8962 Ext :
Available for payments drawn from :	DEPARTMENT OF AGRICULTURE ALC 1235000105

[Printer Friendly](#) [Help for this Step](#)

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<http://access.adobe.com>