

## Direct Deposit Registration Instructions

### Purpose

Use this procedure to add, change or stop direct deposit on your vendor account with Gwinnett County.

### Prerequisites

You must have already registered as a vendor with Gwinnett County.

You must have an Accounts Receivable email address listed on your vendor account.

### Menu Path

Use the following menu path(s) to begin this transaction:

Gwinnett County Homepage → Top Links → Vendor Registration → Vendor Login and Registration

### Helpful Hints

Make sure you are using only Internet Explorer 8 or higher and have the "pop up blocker" turned off.

Make sure that you are entering the correct amount of digits for both the routing number (9 digits) and account number (1-17 digits). You will receive an error message if the correct format is not followed.

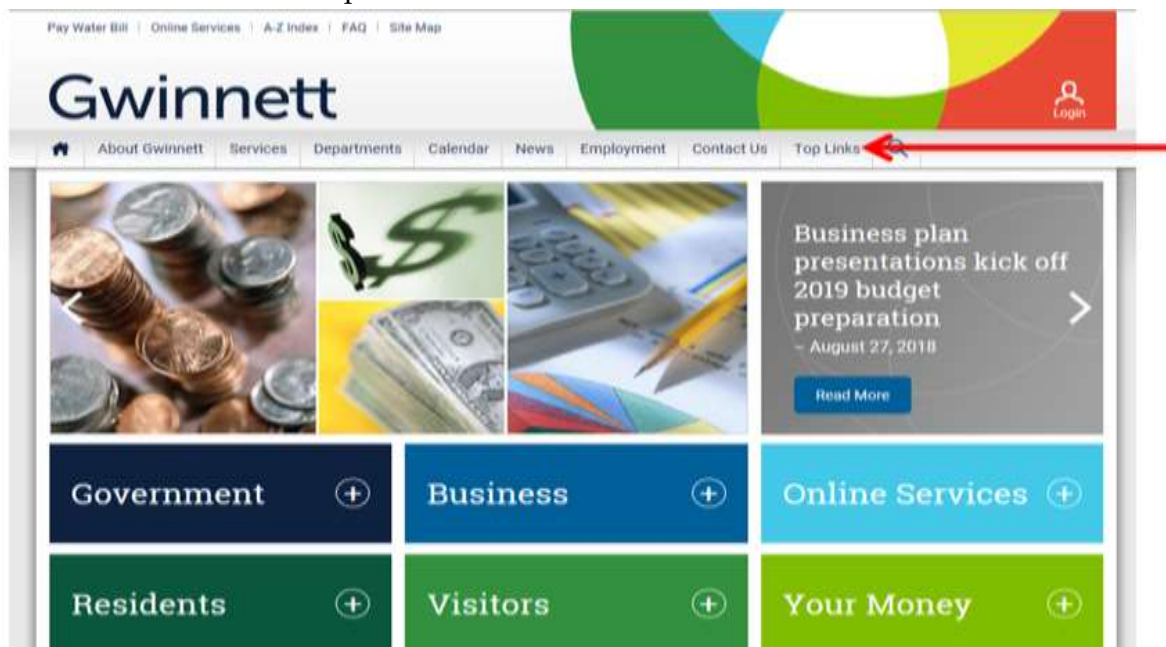
Make sure you have an Accounts Receivable email address listed on your vendor account under the Company Data Tab.

This is a secure web site.

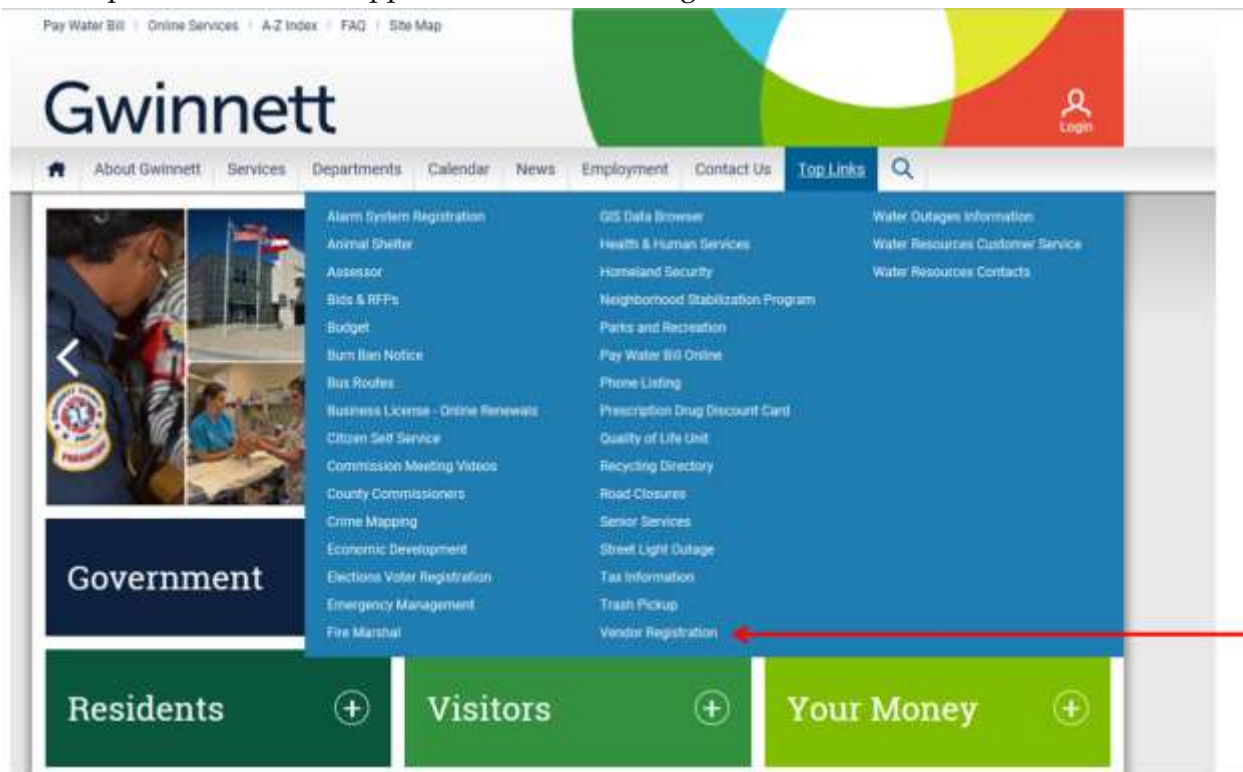
### Procedures

1. Go to <http://www.gwinnettcounty.com> on your internet browser.

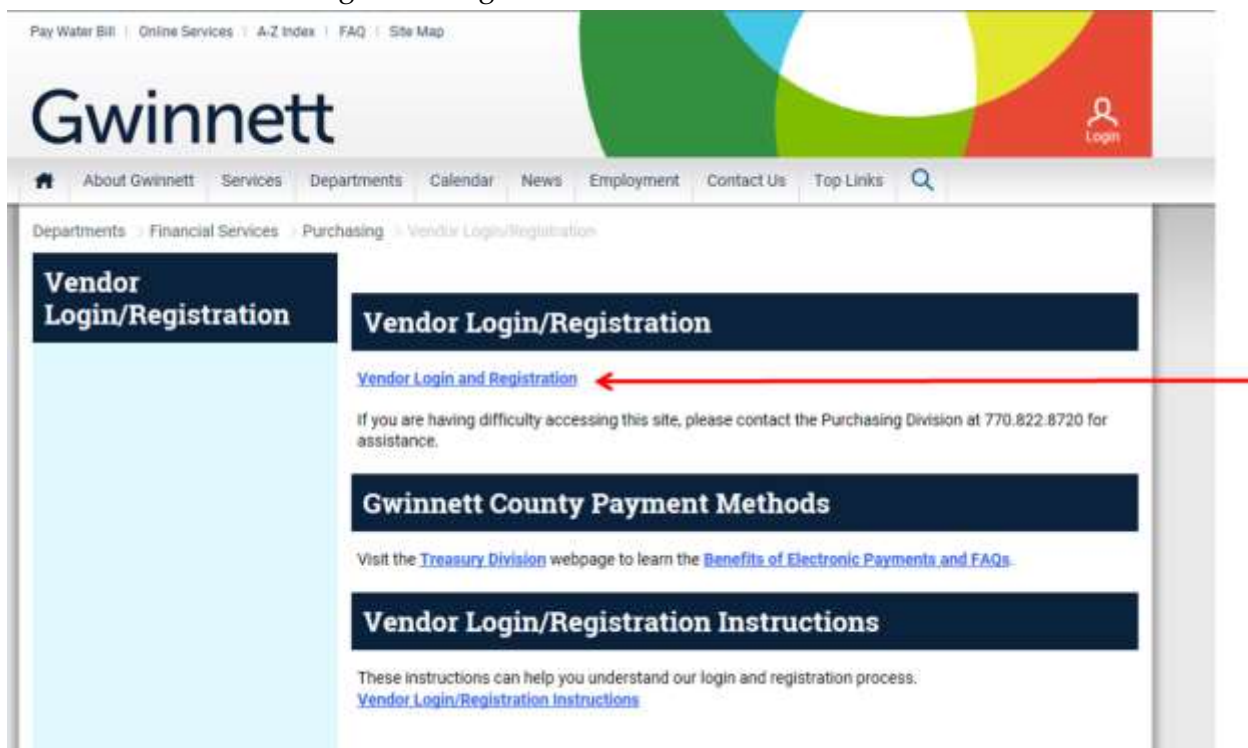
2. Place cursor over the Top Links button.



3. A drop down menu will appear. Select Vendor Registration.



4. Click on the Vendor Login and Registration link.

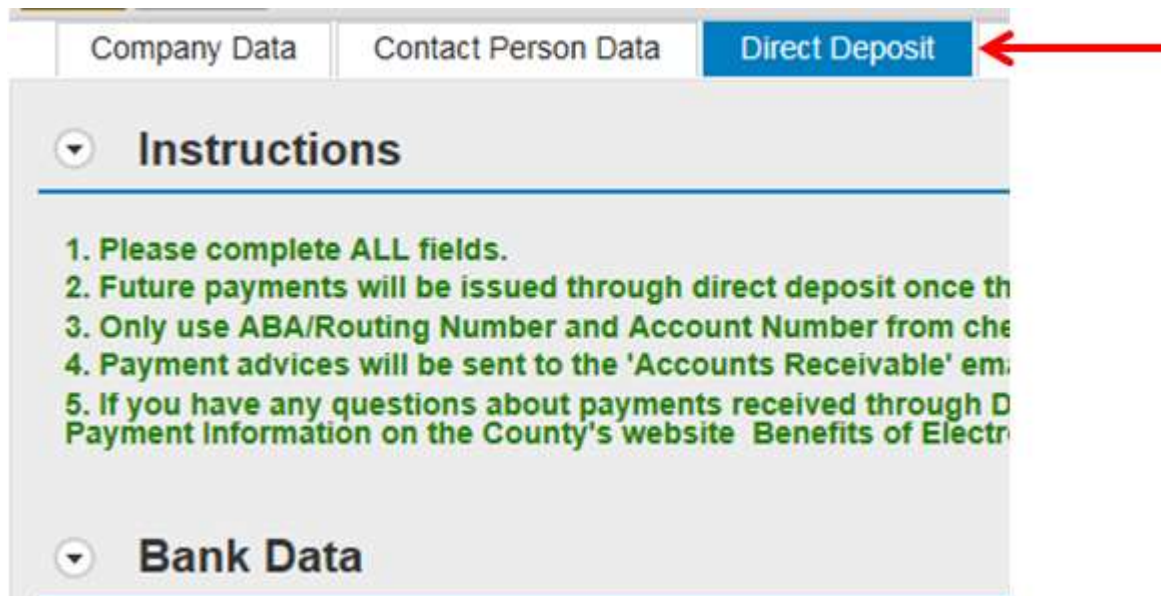


5. Enter your Vendor User ID and Password in the appropriate fields, and click the Log On button. If you do not know your Vendor password, click "Forgot your Password?" at the bottom to reset the password.



6. Click on the Direct Deposit tab.

**Note:** MAKE SURE YOU HAVE ENTERED AN ACCOUNTS RECEIVABLE EMAIL ON THE COMPANY DATA TAB OR YOU WILL NOT BE ABLE TO ENTER DIRECT DEPOSIT INFORMATION.



7. If entering a new bank account, click the add button. If changing banks, highlight the line containing the current banking information you want to change and then click the change button. If stopping direct deposit, highlight the line containing the current banking information you want to stop and then click the stop button.

**Instructions**

1. Please complete ALL fields.
2. Future payments will be issued through direct deposit once the banking information is updated.
3. Only use ABA/Routing Number and Account Number from checks. DO NOT use numbers from Deposit Slips. See sample check below.
4. Payment advices will be sent to the 'Accounts Receivable' email addresses.
5. If you have any questions about payments received through Direct Deposit, contact the Gwinnett County Treasury Division/Disbursement Section at 770-822-7872, send an Payment Information on the County's website Benefits of Electronic Payments

**Bank Data**

Add Change Stop Cancel

Financial Institution Name	ABA/Routing Number	Full Account Number	Account Name (Business Na...	Nick Name

8. For security purposes, an authorization box will appear asking for verification of the Social Security or Employee Identification Number. If changing or stopping a direct deposit, the system will also require the current bank account information to be entered. Click Verify button.

**Authorization for ACH Maintenance**

Social Security Number: 999-99-9999

Verify Cancel

**Authorization for ACH Maintenance**

Social Security Number: 999-99-9999

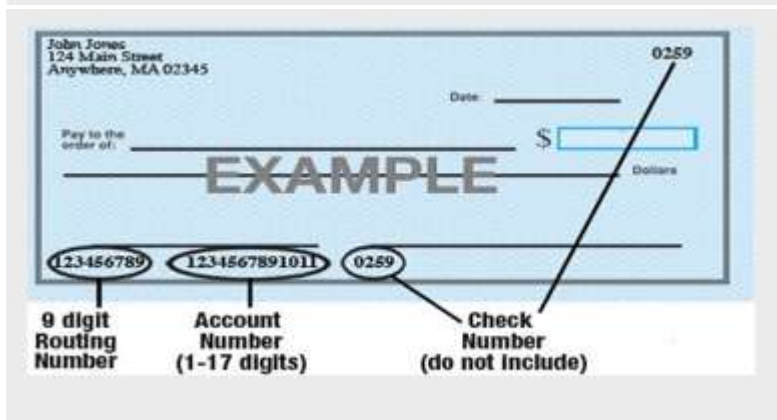
Current Bank Account Number:

Verify Cancel



9. Enter the ABA/Routing Number, Full Account Number, and Account Name. Note: ABA/Routing numbers are 9 digits with no dashes. Account numbers are 1-17 digits with no dashes. Click the Apply button at the bottom.

The screenshot shows a 'Bank Data' form with a table and input fields below it. The table has five columns: 'Financial Institution Name', 'ABA/Routing Number', 'Full Account Number', 'Account Name (Business Na...', and 'Nick Name'. Below the table, there are input fields for 'ABA/Routing Number' (containing '999999999'), 'Full Account Number' (containing '999999999999999999'), 'Account Name', and 'Account Nick Name'. A red arrow points to the 'Apply (Add)' button at the bottom left.



10. A box will appear advising payment advice notices will be sent to the following Accounts Receivable emails. Click Ok.



11. Check the  I agree and accept the terms of this agreement. box.

**AGREEMENT AND AUTHORIZATION**

I hereby authorize Gwinnett County to satisfy payment obligations due me by making deposits to the account indicated above. I understand that I will be notified by email within 24 hours if a reversing entry is made against this account. This authority is to remain in full force through the duration of the online form is required if I change financial institutions and/or account numbers. In addition, as required by the Federal Office of Financial Management, War and National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and my receiving bank to forward the full direct deposit to a bank in another country, I will inform Gwinnett County immediately. If the direct deposit has been forwarded to another country or if information on the form has been falsified, this agreement shall be terminated. Any agreement or any changes to account information should be sent to the above email address. All terms remain in effect until this agreement is terminated. Information regarding this authorization is true and correct. Any intent to falsify information is punishable under O.C.G.A. § 16-10-2.

I agree and accept the terms of this agreement.

12. Submit information by clicking the  button at the top right of the page. A message stating "Information for Supplier 0000XXXXXX is saved successfully!" will appear.

Information for Supplier 0000XXXXXX is saved successfully!

### Supplier Maintenance

Company Data | Contact Person Data | **Direct Deposit** | Administration

**Instructions**

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4. Payment advices will be sent to the 'Accounts Receivable' email addresses.
5. If you have any questions about payments received through Direct Deposit, contact the Gwinnett County Treasury Division/Disbursement Services at [vendorelectronicpayment@gwinnettcountry.com](mailto:vendorelectronicpayment@gwinnettcountry.com) or review the Payment Information on the County's website [Benefits of Electronic Payments](#)

**Bank Data**

Financial Institution Name	ABA/Routing Number	Full Account Number	Account Name (Business)	Nick Name
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13. You can now log off the browser.

### Result

You have successfully registered as a direct deposit vendor with Gwinnett County. If you experience any issues registering as a direct deposit vendor or updating your direct deposit information, contact Disbursements at 770-822-7872 and ask for assistance with direct deposit registration process.