

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 you are entering the correct number 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 GwinnettCounty.com on your internet browser.
- 2. Place cursor over the Top Links button.



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

Pay Water Bill Online Services A-Z Ind	ex FAQ Site Map		e Login
About Gwinnett Services	Departments Calendar News	Employment Contact Us Top Li	nks Q
	Alarms Animal Welfare Assessor Bids & RFPs Budget Burn Ban Notice Bus Routes Business License - Online Renewals Citizen Self Service Commission Meeting Videos County Commissioners	GIS Data Browser Grants Health & Human Services Homeland Security InGwinnett Neighborhood Stabilization Program Park Conditions and Alerts Parks and Recreation Pay Water Bill Online Phone Listing Prevention and Enforcement (Fire)	Tax Information Trash Pickup Unclaimed Property/Refunds Vendor Registration Volunteer Gwinnett Water Outages Information Water Quality Report Water Resources Contacts Water Resources Customer Service
Government	Crime Mapping Economic Development Elections Voter Registration Emergency Management Environmental & Heritage Center	Quality of Life Unit Recycling Directory Road Closures Senior Services Street Light Outage	
Residents	Visitors	🕂 Your	r Money 🛛 🛨

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.

Gwinnett	Supplier Self Services Register here User:* Password:* Log On Change Password Forgot your password? Contact
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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.

Company Data	Contact Person Data	Direct Deposit	Administration
✓ Instruction	15		
1. Please co	omplete ALL fields.		
2. Future pa	ayments will be issue	d through direc	t deposit once the banking information is
3. Only use	ABA/Routing Numbe	er and Account	Number from checks. DO NOT use numb

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 th vendorelectronicpayment@gwinnettcounty.com or review the Payment Information on th

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 checl
- 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/Disl vendorelectronicpayment@gwinnettcounty.com or review the Payment Information on the County's website Benefits of Electroni

~	Bank Data				
/	Add Change Stop Cancel				
⇒	Financial Institution Name	ABA/Routing Number	Full Account Number	Account Name (Business N	Nick Name

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

Authorization for ACH Maintenance	2	×
Employer Identification Number: 99-9999999		
Verify	Cance	əl

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.

Bank Data				
Add Change Stop Cancel]			
Financial Institution Name	ABA/Routing Number	Full Account Number	Account Name (Business N	Nick Name
ABA/Routing Number: 999999	999		* Full Account Number: 99	9999999999999999
Account Name:			Account Nick Name:	
Apply (Add)				

10. A box will appear advising you where your payment advice notices will be sent. Click **Ok**.

Gwinnett County Vendor Services 🛛 🗙
Payment advices will be disbursed to the Accounts Receivable email account(s) listed on the Company Data tab.
TESTVENDOR@GMAIL.COM
If the email(s) listed above is incorrect or you want to add additional emails; go to Company Data tab, update the Email address and select the Accounts Receivable contact type, before accepting the agreement.
ок

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 accoun notify me within 24 hours if a reversing entry is made against this account. This authority is to remain in full 1 online form is required if I change financial institutions and/or account numbers. In addition, as required by t National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in anoth bank to forward the full direct deposit to a bank in another country, I will inform Gwinnett County immediate forwarded to another country or if information on the form has been falsified, this agreement shall be termin changes to account information should be sent to the above email address. All terms remain in effect until the authorization is true and correct. Any intent to falsify information is punishable under O.C.G.A. § 16-10-20.

□ I agree and accept the terms of this agreement.

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

Company Data	Contact Person Data Direct Deposit Administration
✓ Instructio	ns
1. Please o	omplete ALL fields.
2. Future p	ayments 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
 Only use Paymen 	ABA/Routing Number and Account Number from checks. DO NOT use numbers from Deposit Slips. See advices will be sent to the 'Accounts Receivable' email addresses.

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 Treasury at 770-822-7872 and ask for assistance with direct deposit registration process.