

**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**

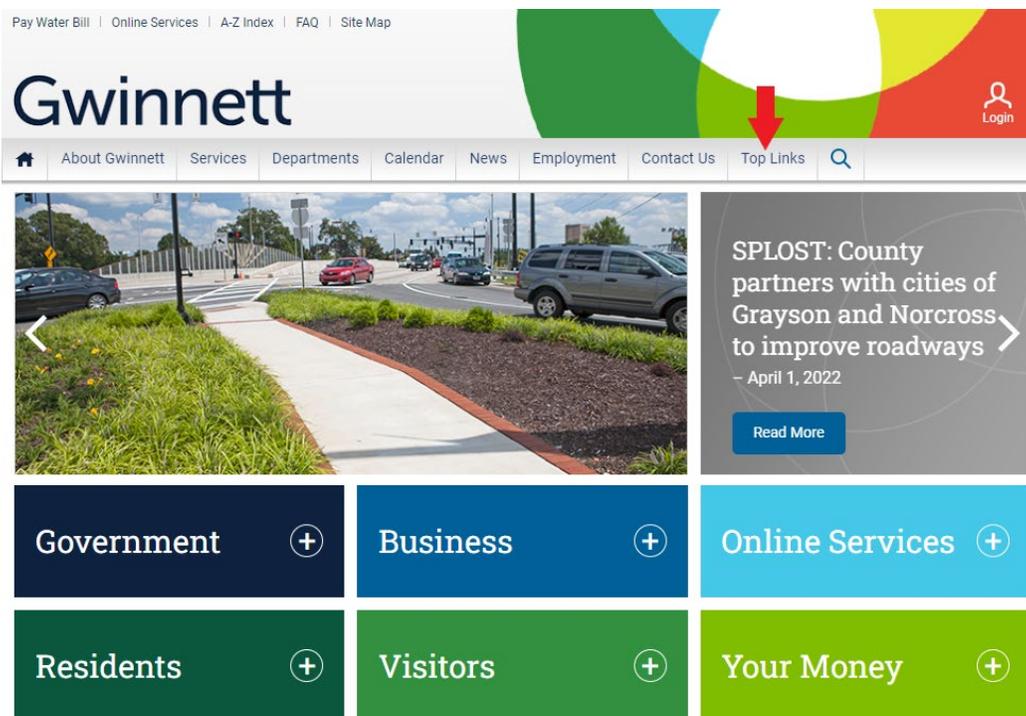
Make sure you are using only Internet Explorer 8 or higher and have the "pop up blocker" turned off.

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.

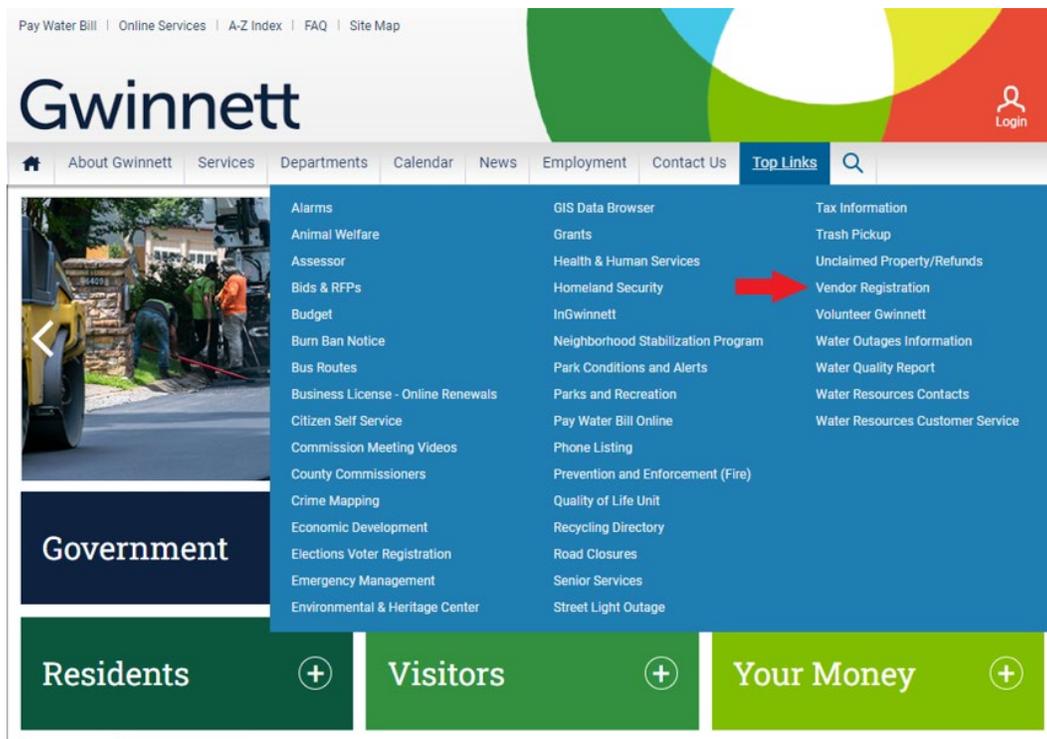
Make sure you have an Accounts Receivable email address listed on your vendor account under the **Company Data Tab**. This is a secure web site.

**Procedures**

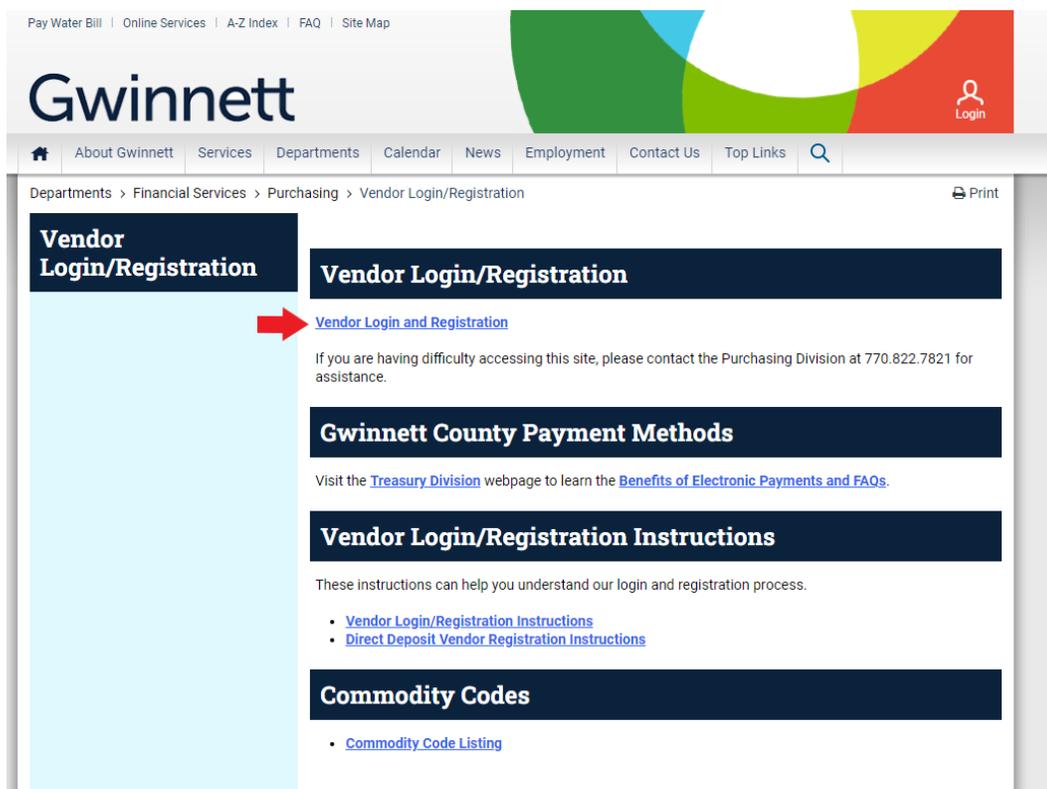
1. Go to **GwinnettCounty.com** on your internet browser.
2. Place cursor over the Top Links button.



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



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.



Supplier Self Services

Register here

User:\*

Password:\*

[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.

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[Company Data](#)   [Contact Person Data](#)   [Direct Deposit](#)   [Administration](#)

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▼ Instructions

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1. Please complete ALL fields.
2. Future payments will be issued through direct deposit once the banking information is
3. Only use ABA/Routing Number 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@gwinnettcountry.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 check.
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/Direct Deposit 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 N...)	Nick Name
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					

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

Employer Identification Number:

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

Financial Institution Name	ABA/Routing Number	Full Account Number	Account Name (Business N...	Nick Name
<input type="radio"/>				

\* ABA/Routing Number:  ←

\* Full Account Number:  ←

\* Account Name:  ←

Account Nick Name:  ←

↑

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.

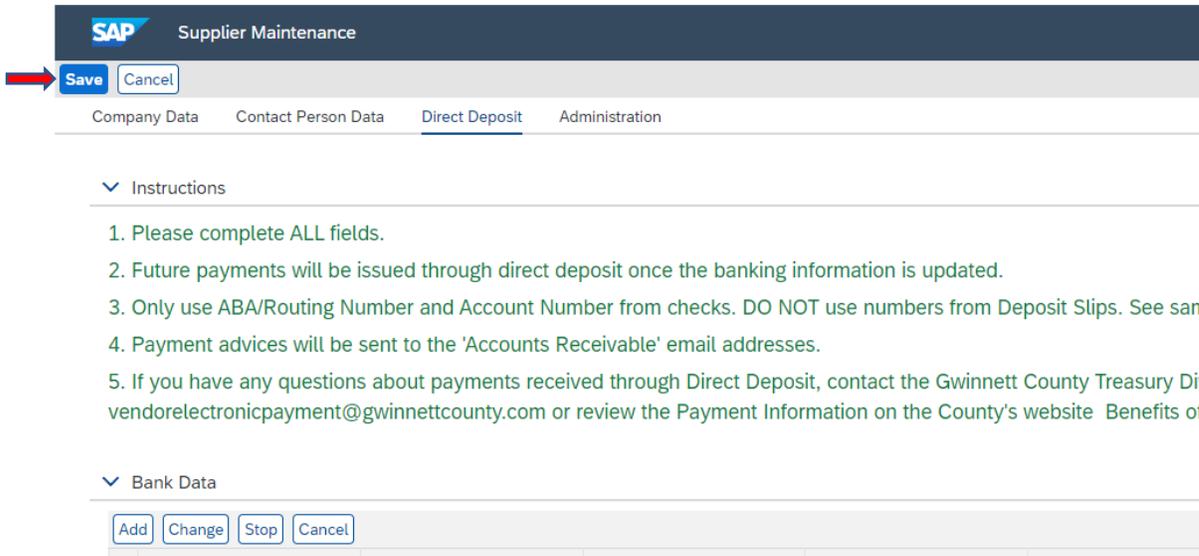
11. Check the **I agree and accept the terms of this agreement** box.

▼ AGREEMENT AND AUTHORIZATION

I hereby authorize Gwinnett County to satisfy payment obligations due me by making deposits to the account notify me within 24 hours if a reversing entry is made against this account. This authority is to remain in full effect until I change financial institutions and/or account numbers. In addition, as required by the National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country, I will inform Gwinnett County immediately if information on the form has been falsified, this agreement shall be terminated if 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. 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.



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.