



ACH DEBIT AUTHORIZATION/AGREEMENT

SPECIAL NOTIFICATION

This form is for ACH DEBIT transactions only.

For information on ACH CREDIT transactions contact:

DMV Financial Management Services (FMAS)
Cashiersoffice@dmv.virginia.gov

You may be asked to provide your Federal Employer Identification Number (FEIN) or DMV assigned account number as proof of identification.



ACH DEBIT AUTHORIZATION/AGREEMENT

Purpose A company uses this form to authorize the Department of Motor Vehicles (DMV) to use the Automated Clearing House (ACH) for debit transactions from the company's bank account.

Instructions Complete this form for Debit payments only. Send completed form to DMV Cashier's Office at the above address.

FEE PAYMENT TYPE TO DEBIT

Check only one fee payment type and enter account number - Complete a separate ACH Debit Authorization/Agreement (FMS 310) for each additional Fee Payment type.

DLR (Dealer Services)

ACCOUNT NUMBER

FTX (Fuels Tax)

ACCOUNT NUMBER

EZFLT

ACCOUNT NUMBER

HP (Hauling Permits)

ACCOUNT NUMBER

IFTA (International Fuels Tax Agreement)

ACCOUNT NUMBER

IRP (International Registration Plan)

ACCOUNT NUMBER

LD (Liquidated Damages)

ACCOUNT NUMBER

WHX (Fuels Wholesale Sales Tax)

ACCOUNT NUMBER

ARB (On-line Billing)

ACCOUNT NUMBER

COMPANY INFORMATION

COMPANY NAME		COMPANY FEIN	TELEPHONE NUMBER	
COMPANY ADDRESS			STATE	ZIP CODE
DEBIT FUNDS FROM: (Check one)	COMPANY BANK NAME			
<input type="checkbox"/> COMPANY CHECKING ACCOUNT	COMPANY ACCOUNT NUMBER		COMPANY ACCOUNT ROUTING NUMBER	
<input type="checkbox"/> COMPANY SAVINGS ACCOUNT				

COMPANY CERTIFICATION

The Company identified above authorizes the Department of Motor Vehicles (DMV) to use the Automated Clearing House (ACH) to debit funds from the specified company bank account for the fee payment type indicated.

The company understands that 6 business days are required for DMV's originating bank to verify the company's bank account and initiate ACH pre-notification - during which time no ACH debits will be transmitted to the company's bank account.

The company certifies that the specified bank account is open to ACH debit transactions and maintains sufficient funds for the Fee Payment Type to be paid.

The company understands that if DMV receives 2 returned ACH Debits from the company's bank, it is DMV Policy to require future payments to be made in certified funds.

This Authorization/Agreement becomes effective immediately upon signature by both parties. It remains in force until written notification by either party is submitted 30 days prior to termination. If both parties agree in writing, this agreement may be terminated in less than 30 days.

AUTHORIZED COMPANY REPRESENTATIVE NAME (print)	AUTHORIZED COMPANY REPRESENTATIVE SIGNATURE	DATE (mm/dd/yyyy)
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DMV ACCEPTANCE SIGNATURE

AUTHORIZED DMV REPRESENTATIVE NAME (print)	AUTHORIZED DMV REPRESENTATIVE SIGNATURE	DATE (mm/dd/yyyy)
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ACH DEBIT AUTHORIZATION INFORMATION

Automated Clearing House (ACH) debit transactions electronically transfers funds from the company's bank account to DMV on a next day basis which can assure timely payments and cash management. Use ACH Debit transactions to pay taxes/fees due DMV.

Complete a separate ACH Debit Authorization/Agreement (FMS 310) for each type of fee payment to be made by debit to DMV.

DMV (through its bank) will initiate ACH pre-notifications to verify the company's bank transit/routing number & account number.

All bank information submitted to DMV is kept in a secure database for the company's protection and accessed only for the purpose of paying fees/penalties to DMV.

Verification takes 6 business days. No live ACH debits can be transmitted to the company account(s) and no transaction using ACH Debit can be completed during the verification process.

In the event the company has an ACH Debit block feature on its bank account the company must arrange with its bank to allow ACH Debits presented by DMV.

At the end of the 6 day verification process, the company can request DMV to debit the company's account.

If necessary, DMV will present a debit transaction to the company's bank twice. If the debit transaction is unsuccessful after being presented twice, DMV notifies the company to make alternate payment arrangements.

If DMV receives 2 returned ACH Debits from the company's bank, it is DMV policy to require future payments to be made in certified funds.

The company should retain a copy of the DMV transaction for company monthly reconciliation.

ACH rules require that the company's bank provide a notice to the company - within 2 banking days - of a debit transaction from the company account. If the company's bank is unable to meet this requirement - the company should instruct the bank to contact the regional ACH Association (EastPay, Inc. in Virginia) for assistance in interpreting and printing this notice information.

The company may modify bank account information in writing 14 days in advance of any transaction to be made on the account.

Inactive accounts will be deleted from DMV's database after 3 years.

ACH DEBIT CONTACT

For questions about the ACH Debit process for DMV Fee payments contact the DMV Financial Service Administration at Cashiersoffice@dmv.virginia.gov.