

HOW TO ENTER/MODIFY ELECTRONIC FUNDS TRANSFER INFORMATION WITHIN FULTON COUNTY VENDOR SELF SERVICE

Vendors can enter or modify Electronic Funds Transfer information within the secure Vendor Self Service system. To begin, access your account and follow the below steps.

Step 1: Under “**Account Information.**” Please select the “**Business Info**” tab (My Business Information) Please click the **Update** button.

FULTON COUNTY, GA vss.fultoncountyrva.gov

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Welcome, Glenn

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Summary | Business Info | Addresses & Contacts | Users | Commodities | Business Types | Service Areas

My Business Information

This is your Business Information. The buttons described below are conditionally displayed based on your organizations system settings. Contact your Primary Account Administrator if you have questions regarding these buttons. Select the 'Update' button to modify your general information. Select the 'Change TIN' button if you need to change your Taxpayer ID. Refer to the FAQs to modify your organization information. Select the 'Pending 1099 Additions' button to display requested TIN changes that are not yet. Select the 'View Pending Changes' button to display other Business Information changes that are awaiting approval. Click the 'Add Business Location' button to register new locations for this headquarters Account.

It is the sole responsibility of the vendor to enter its financial information correctly into the vendor self-service system and to properly maintain this account information. Fulton County is not responsible for any incorrectly entered information or for any payment deposited based upon incorrect information. In the event of any such misdirected deposit, it is the sole responsibility of the vendor to report the transaction to its financial institution and to pursue any recourse under the Electronic Funds Transfer Act.

Update | View Pending Changes | Pending 1099 Additions | Change TIN | Add Business Location | Pending Changes :

[Download Substitute W-9 Certification Form](#)

Step 2: Upon selecting the **Update** button, a new page “**Update My Business Information Page**” will be opened and you will be able to modify or enter the following EFT information.

1. Enter the **ABA Number** (routing number)
2. Select **Account Type**
3. Select **Remittance Advice Transmission Mode**: Select “**Email - As Attachment**”
4. Enter **Account Number**
5. The **Routing ID Number** should be left BLANK

▼ EFT Information

1. ABA Number :

2. Account Type :

3. Remittance Advice Transmission Mode :

4. Account Number :

5. Routing ID Number :

Step 3: Click “**Save Changes**” once complete.

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Update My Business Information Page

Once “**Save Changes**” has been clicked, a confirmation will be sent to the e-mail address on file.

Edit the fields below to request the “View Pending Changes” button to be displayed. A red star denotes a required field. Fields with a red star upon submission, are being reviewed for accuracy.