

South Carolina State Treasurer's Office

State of South Carolina ACH Electronic Vendor Payments

General Information

The State of South Carolina now requires ACH electronic vendor payments. With ACH electronic vendor payments you can have your payments from state agencies directly deposited to your bank account rather than having a State Check issued to you. The many benefits to your company in accepting payments via ACH include:

- Reducing operational costs associated with paper check processing
- Speeding reconciliation by taking advantage of enhanced remittance information
- ACH offers an immediate cash flow benefit to the recipient; there is no waiting for checks to arrive. In addition, if there is no check, it cannot be lost or stolen, and the trip to the bank to have it cashed or deposited is eliminated.

The State Treasurer's Office (STO) uses the Corporate Trade Exchange (CTX) ACH format when directly depositing payments into a participating vendor's bank account. The STO may provide remittance information in the CTX addenda records as an ANSI X12 820 Payment Order/Remittance Advice transaction set necessary for the payee to identify what the payment is for and which South Carolina State Agency is making the payment.

The remittance data may contain:

- *Invoice Number*
- *Invoice Date*
- *Invoice Amount*
- *Customer Reference Number* (which will be used as a memo field to describe what the payment is for or the Customer Account Number)

The STO will not provide a vendor/payee with a notification of deposit. The remittance data will be provided to your financial institution and it will be their responsibility to provide you with the remittance data contained in the ANSI X12 820 Payment Order/Remittance Advice transaction set in the CTX addenda records. Please contact your financial institution as to the notification method (fax, e-mail, Internet on-line banking service, etc.) that would best suit your informational needs.

You also have the option of accessing the previous six months of payment remittance information from the State Treasurer's website located at <https://applications.sc.gov/STOvendorinquiry/>.

How to Participate

To participate in the ACH Electronic Vendor Payment Program, vendors must be on the South Carolina Comptroller General's Vendor File. You are on this file if you have received a Contingency Check from the STO within the past year. Contact the State Agency you are to receive a payment from if you are unsure you are on the Vendor File. Also, the STO must have a completed SOUTH CAROLINA STATE TREASURER'S OFFICE AUTHORIZATION AGREEMENT AND ENROLLMENT FORM FOR ACH ELECTRONIC VENDOR PAYMENT AND REMITTANCE ADVICE (STO FORM 4), on file from a Vendor/Payee. The Vendor/Payee must agree to the terms and conditions as described on STO FORM 4. The enrollment form can be found by navigating to: <https://treasurer.sc.gov/media/82008/sto-form-4-electronic-vendor-payment-enrollment-form.pdf>.

Once you have completed the form please return to the STO at:

South Carolina State Treasurer's Office
Attn: ACH Electronic Vendor Payment Enrollment Form
1200 Senate Street, Suite 214
Columbia, SC 29201

If you have any questions, please call Renee Herndon at (803) 734-2681 or contact via email at renee.herndon@sto.sc.gov.

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