Automated Clearing House (ACH) Payments

With the implementation of the new accounting system, the department now has the option to have payments due to be paid electronically.

Copies of the (1) DOA STAR Vendor Form (DOA-6457), (2) IRS W-9 and (3) ACH form (DOA-6456) can be found on this page at: [http://wisconsindot.gov/Pages/doing-bus/contractors/hcci/cntrct-info.aspx](http://apwmad0p4145:37108/Pages/doing-bus/contractors/hcci/cntrct-info.aspx).

The files can also found on the DOA website at: <http://www.doa.state.wi.us/Divisions/Budget-and-Finance/DEBF-Information-for-State-Agencies/NEW-SCO-VendorSupplier-Maintenance/>

Submitting information to DOT:

* If suppliers would like to take advantage of ACH payments, please submit Form DOA-6456, accompanied by one of the following:
  + Current voided check
  + Deposit ticket
  + Bank letter signed by a bank representative if they are providing information for a financial institution
* Section 6 has to be signed

Completed forms may be submitted using one of the following methods:

**UPS/FedEx:**

Attention: Anita Prado Rm 851

Wisconsin Department of Transportation

Bureau of Business Services - Fiscal Services,

4802 Sheboygan Ave

Madison, WI  53705

**Fax:** (608) 267-4455

**US Mail:**

Attention: Anita Prado Rm 851

Wisconsin Department of Transportation

Bureau of Business Services - Fiscal Services

4802 Sheboygan Ave

PO Box 7366

Madison, WI  53707-7366

**Email:**

The department will accept email scans if they choose.  However, be aware of the risk of sending this information over unsecure email.  If you choose to email scans, please send them to [DOTDBMFiscalServices@dot.wi.gov](mailto:DOTDBMFiscalServices@dot.wi.gov)

Upon receipt of the forms, the department will submit to DOA for processing.  Wisdot will let industry know if they have any questions. Once processed, the Fiscal Services Section update the information within the system.

Lessons Learned from previous submissions:

* Please check off one of the options available (New Vendor/Additional Address, etc.)
* For new vendors/suppliers, a W-9 is *required* with the STAR Vendor Information Form (DOA-6457)
* For existing vendors/suppliers requesting a change of address, please indicate the address that they would like replaced in the box “Address to be Replaced”
* Section 8 has to be signed or DOA will deny our request
* Once a payment has been made a state voucher will still be mailed to the contractor.

