



## *Department of Banking and Finance*

*2990 Brandywine Road, Suite 200*

*Atlanta, Georgia 30341-5565*

*770-986-1633*

*[dbf.georgia.gov](http://dbf.georgia.gov)*

*Brian P. Kemp*  
*Governor*

*Kevin B. Hagler*  
*Commissioner*

### MEMORANDUM

**TO:** President/CEO of State-Chartered Banks and Credit Unions

**RE:** Annual Assessments for State-Chartered Financial Institutions

Section 7-1-41 of the Official Code of Georgia and Chapter 80-5-1 of the Rules of the Department of Banking and Finance govern the assessment of annual examination and supervision fees for state-chartered banks and credit unions. Annual assessments are for the Department's fiscal year, July 1 through June 30, and are payable on or before September 30 of each year.

The Department uses a system for payment that allows assessments which are payable to the Department to be transferred electronically from the bank or credit union account directly into the Department's bank account. This system of collection is mandatory and eliminates the necessity of writing and mailing checks. It is a safe, efficient means of making payments which has been used in the business community for many years. Payments move almost instantaneously from the bank or credit union account to the Department's account, ensuring that your payment is received no later than the due date. This electronic method of funds transfer will be in the form of an automated clearing house ("ACH") debit.

Please complete the attached *Electronic Funds Transfer Authorization Form* and return it to the Department as soon as possible. Information on the following pages is designed to help answer questions which you may have about our system of collection. The Department of Banking and Finance's goal is to make this a simple process that will benefit both you and the State of Georgia.

You will receive a Statement on or about September 1st of each year which will reflect the institution's pro rata assessment of the State of Georgia's fiscal year appropriation for the Department of Banking and Finance. The assessment will be based on the institution's most recent June 30 Call Report of Condition. On September 30 of each year, or the next business day if such date is a weekend or holiday, the Department will initiate the ACH debit which will transfer funds from the institution's account into the Department's account. Please contact either Zeina Diallo at 770-986-1641 or Tremayne Johnson at 770-986-5038 if you have any questions after reading the attached information.

Sincerely,

*Chris Pittman*

Chris Pittman  
Deputy Commissioner for Administration



## Department of Banking and Finance Electronic Funds Transfer Authorization Form

1. Name of Bank or Credit Union: \_\_\_\_\_

FDIC CERT# (Banks): \_\_\_\_\_ or NCUA Charter# (Credit Unions): \_\_\_\_\_

2. Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

3. 1<sup>st</sup> Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

4. 2<sup>nd</sup> Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

5. Type of Electronic Funds Transfer: **ACH-DEBIT**

Bank: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Transit/Routing #: \_\_\_\_\_

Bank Account #: \_\_\_\_\_ [ ] Checking [ ] Savings (check one)

6. Bank Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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7. I/we authorize the Georgia Department of Banking and Finance to present debit entries into the bank account referenced above. The debits will represent amounts owed to the Department of Banking and Finance in accordance with the provisions of Section 7-1-41 of the Official Code of Georgia and Chapter 80-5-1 of the Rules of the Department.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete and return by Email ([accounting@dbf.state.ga.us](mailto:accounting@dbf.state.ga.us)) or fax (770) 986-1274.**



# Department of Banking and Finance

## Instructions for Completing the Electronic Funds Transfer Authorization Form

- 1. Name of Bank or Credit Union:** The name of the financial institution making payment.

**FDIC CERT# or NCUA Charter#:** State-chartered banks should enter their FDIC Certificate Number (CERT).  
State-chartered credit unions should enter their NCUA Charter Number.
- 2. Address:** The address to which all correspondence regarding EFT/ACH Debit should be mailed.
- 3. 1<sup>st</sup> Contact Person:** The primary person who should be contacted in the event of a problem or error with an electronic funds transfer and to whom all correspondence regarding EFT payment should be mailed.
- 4. 2<sup>nd</sup> Contact Person:** Additional contact person.
- 5. Type of EFT: (ACH Debit):** This is the pre-authorized withdrawal of funds from the institution's designated bank account.  
Bank Name, Mailing Address, and City/State/Zip of the bank from which funds should be withdrawn.  
The 9 digit Transit/Routing Number of the bank from which funds should be withdrawn.  
The Bank Account Number from which funds should be written.
- 6. Bank Contact Person:** Bank contact person for ACH Debit Accounts.
- 7. Signature, title of person authorizing the transfer of monies through the ACH System and date. (The person with the authority to sign checks on your account should be the one/ones signing the *Electronic Funds Transfer Authorization Form*.)**



## **Department of Banking and Finance**

### *Information sheet about Electronic Funds Transfer*

#### **Funds Transfer Date**

Your funds will be transferred on September 30 of each year.

#### **How will the Electronic Funds Transfer system work?**

The ACH Debit method will be utilized. ACH is the abbreviation for Automated Clearing House. The ACH is a central distribution and settlement point, usually the Federal Reserve Bank for the electronic clearing of debits and credits between financial institutions. Every day millions of transactions occur all over the nation, with funds being deleted from, or added to, the balances of participating financial institutions, which in turn reflect those transactions in their internal accounting for individual bank customers. Because it is the least expensive and most efficient method of moving money, it is becoming more widely used than any other transfer system.

#### **What do I do when using the ACH Debit?**

The bank or credit union will receive a Statement on or about September 1st of each year. The Statement will reflect each financial institution's pro rata assessment of the State of Georgia's fiscal year appropriation for the Department of Banking and Finance. The assessment will be based on the institution's most recent June 30 Call Report of Condition. On September 30 of each year, or the next business day if such date is a weekend or holiday, the Department of Banking and Finance will initiate the ACH Debit, which will electronically transfer funds from the institution's account into the Department's account. No action will be required of the bank or credit union.

#### **Costs?**

There is no cost or charge to the financial institution when an ACH Debit is used to pay the annual assessment.

#### **What about late payments?**

Penalties may be assessed if circumstances within your control cause a late payment.

#### **Who do I call with EFT questions?**

You may call Zeina Diallo at 770-986-1641 or Tremayne Johnson at 770-986-5038.

#### **Will the banking information I provide the Department of Banking and Finance be confidential and secure?**

The use of EFT payment system provides a safe, secure, proven, and efficient method of moving money from one account into another. All information provided to the Department is strictly confidential.

#### **How do I make changes to bank information or other information on the Electronic Funds Transfer Authorization Form?**

If you change banks, account number, or location you must notify the Department in writing by July 31 and complete a new Electronic Funds Transfer Authorization Form.

#### **What should I do if a "0" amount is due?**

No action is required.

#### **Can I continue to make payments as usual if I prefer not to use the ACH Debit Method?**

No. Use of the ACH debit method for payments of assessments is mandatory.