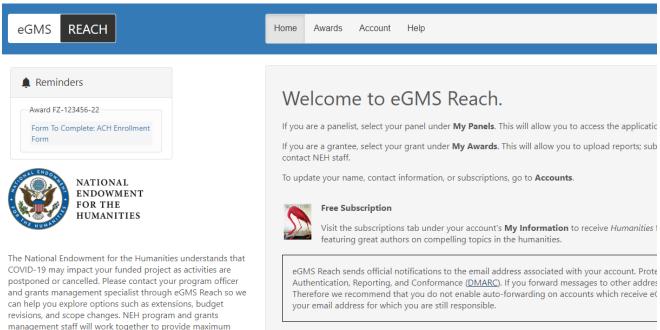
New NEH Award recipients are required to submit banking information to receive payments. An ACH Enrollment Form is made available within eGMS and can be accessed by clicking on the link in the left navigation panel (Figure 1) or by clicking on the Award # under "Awards" and then selecting the "Forms & Reports" tab (Figure 2).

Figure 1. Accessing the ACH Enrollment Form



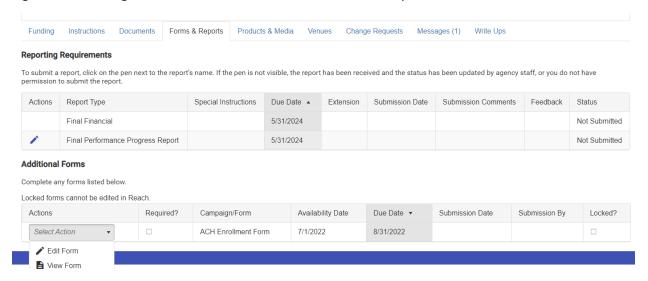
management staff will work together to provide maximum flexibility within our governing authorities. It is important to note that the NEH Office of Grant Management is the only office authorized to change the funding, scope, duration or other terms and conditions of your award, and they will do so through eGMS Reach.

For more information regarding COVID-19, please visit the website for the Center for Disease Control (CDC).

Awards

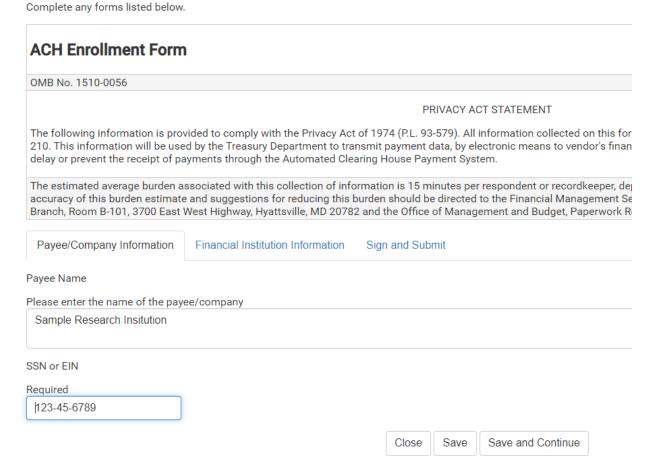
Award #	Details
FZ-123456-22	Sample Research Award Sample Institution Andrew Gaidurgis (Grant Administrator) Andy Gainor (Project Director) Jane Smith (Co Project Director)

Figure 2. Accessing the ACH Enrollment Form under "Forms & Reports"



There are three sections to the form and each section must be completed in order. In the first section, enter the payee's name and EIN (Figure 3).

Figure 3. The ACH Enrollment Form: Section 1 – Payee/Company Information



In the second section, enter the financial institution information. The bank routing and account numbers are hidden except while editing and require double-key entry for confirmation (Figure 4).

Figure 4. The ACH Enrollment Form: Section 2 – Financial Institution Information

Payee/Company Information	Financial Institution	Information	Sign ar	nd Submit		
Name of Financial Institution						
Required						
Bank of America						
Nine-Digit Bank Routing Transit N	Number					
Required						
*****	Reenter to confirm	*****				
Depositor Account Title						
Required						
Sample Research Institute						
Depositor Account Number						
Required						
12345678901234567	Reenter to confirm	*****				
Type of Account						
Required						
Checking	•					
			Close	Previous	Save	Save and Continue

In the last section (Figure 5), enter the name and title of the authorized official and certify that the information provided is true and accurate. You are also required to confirm that the information corresponds to active UEI SAM.gov registration data and that you will wait 24 hours before submitting a payment request to allow Reach to transmit this data to NEH's financial system. Once completed, make sure to click the "Submit" button.

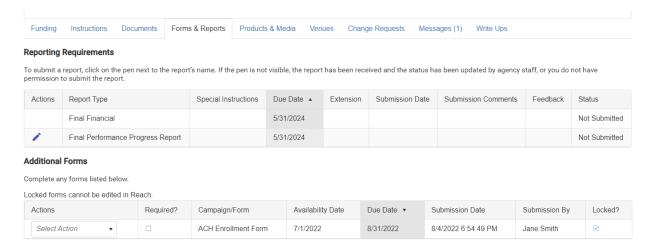
Figure 5. The ACH Enrollment Form: Section 3 – Sign and Submit

Payee/Company Information	Financial Institution Information	Sign and Subi	nit			
Name of Authorized Official						
Required						
Jane Smith						
Title of Authorized Official						
Required						
Grant Administrator						
I certify that the information provi	ded on this form is accurate and tru	ıe.				
Required						
Yes	▼					
By submitting this information, yo	u agree;					
	corresponds to active UEI SAM.gov g newly submitted information mus			systems to	o update	
Required						
Yes	•					
		Close	Previous	Save	Submit	

Your form was last saved on 8/4/2022 at 6:53 PM.

Within an hour of submittal, the form will be locked (Figure 6) and can no longer be edited while the data is being transmitted to NEH's financial application and verified. If the information cannot be verified, NEH staff will contact you and ask you to redo the submission.

Figure 6. The ACH Enrollment form – locked.



Award recipients can also request to have a new ACH enrollment form added if banking information changes by clicking on the "Change Requests" tab (Figure 7) and submitting a change request for ACH Enrollment (Figure 8).

Figure 7. Change Requests

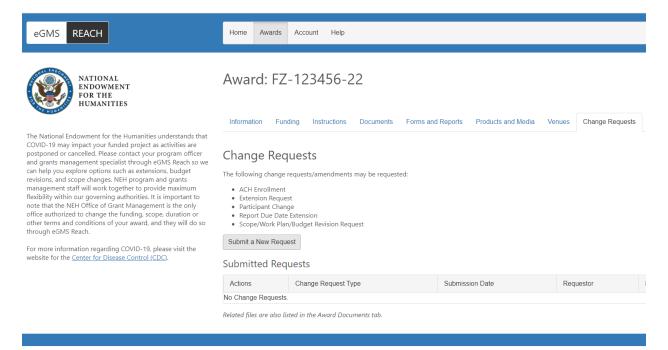


Figure 8. Submitting a Change Request for ACH Enrollment.

