

Online Aids Banking User Manual (revised 3/1/18)

Three agency roles will be defined throughout this process; Authorized Representative, Originator, and Verifier – each role will need an individual e-mail address. Information being requested or verified is as follows:

- Agency's Federal Form W-9
- Agency's bank account and routing number for depositing payments
- WI State Instant Deposit Program Correction Form PI-1145 from the Online Aids Banking System.

Access the Online Aids Banking System at <https://apps2.dpi.wi.gov/AidsBanking/login> . The log-in ID and password will be your Food & Nutrition (FNS) agency code/agreement number and password.

Description and Responsibilities of Each Role:

Authorized Representative

As the Authorized Representative for your organization, perform the following:

1. Review and/or verify W-9 form information under the 'W-9' tab prior to submitting to DPI:
 - a. Legal name
 - b. Taxpayer Identification Number and Type (Social Security or Employer Identification Number (EIN)).
 - c. Entity Designation
 - d. Legal Address of the Entity

Changes made will replace information previously supplied on file at DPI. By submitting a W-9, this certifies that the tax id number is correct and accurate.

2. Under the 'Users' tab, the Authorized Representative will designate two separate individuals in the organization; an Originator who will enter banking information and a Verifier to validate the information that was entered by the Originator. An e-mail notification will be sent to the Originator and Verifier when this step is completed. Note: As the Authorized Representative, you have the option to be either the Originator **OR** the Verifier but not both!
 - a. If the Authorized Representative chooses to be the Originator **OR** the Verifier, log out and log in to the application **after** the data has been saved under the 'Users' tab.

Originator

As the designated Originator of the banking information, please review and revise the banking information displayed under the 'Banking' tab.

1. Provide the bank account and routing number
2. Contact the State Treasurer's Office when changing to a Local Government Investment Pool bank account (this applies to local government agencies only).

After making corrections, please save and the Verifier of your organization will be informed via email to validate the information provided.

Verifier

As the designated Verifier, it is required that banking information provided by the Originator be validated.

1. Verify the accuracy of the bank account and routing number entered by the Originator. An e-mail notification will be sent to the Authorized Representative and Originator.
2. Print form PI-1145 and obtain proper signatures from the bank representative/official, Originator, and Verifier.
3. Once form PI-1145 is completed, log back into the system and upload. **Mailed in forms will not be accepted by DPI.** An e-mail notification will be sent to the Authorized Representative and Verifier once this step is completed.

Bank Account Information:

Effective Date for Bank Account

The effective date needs to be the first date the account would be available to receive payments. In addition, the effective date must be greater than 30 days from today's date. *DPI recommends not closing the existing bank account until the new banking account receives its first deposit.* This will prevent returned funds and reissuance of payments by DPI.

If you encounter any difficulties or have questions while accessing the system, please email DPI Aids Banking Support at achpayments@dpi.wi.gov .