

# Non-Employee Direct Deposit Authorization Required via Dynamic Forms

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## Vendor Applications, W9s, and Changes to Non-Employee Direct Deposits:

1. This applies to a company or individual, and that includes for payments related to eBucs, check requests, and other payment forms.
    - a. Direct Deposit Authorization is required on all forms.
    - b. The payee must complete and submit these forms personally; departments should not fill out these forms on the payee's behalf.
  2. Discard the PDF/paper vendor application and any non-employee related direct deposit PDF/paper forms.
    - a. Always instruct your payees to submit their information online via the appropriate forms:  
<https://www.etsu.edu/bf/forms.php#vendors>
    - b. The payee must take a moment to create a secure Dynamic Forms account FIRST before they submit their information on the appropriate form.
      - i. Once enrolled, the payee will immediately have convenient online access to complete required forms, view pending forms, review their completed forms history, and submit future forms.
      - ii. Please review these instructions and provide them to your payees:  
<https://www.etsu.edu/bf/documents/etsunonemployeedirectdepositinstructions.pdf>
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## eBucs Vendor Setup:

1. If a vendor needs to be setup in eBucs, the vendor must create a Dynamic Forms account in order to submit the new online vendor application form.
  2. The form will prompt the vendor to provide the name of the ETSU employee that instructed them to complete this form.
    - a. After our office receives the form, Dynamic Forms will route it to this employee for verification, which will trigger a notification email that includes the link to the form.
    - b. This step provides the department with the option to add comments or attach any relevant documentation.
    - c. The employee must submit the form in the system in order for it to route electronically to Tyler Gray. He will send a confirmation email to the employee once the vendor is setup.
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## W9s/Direct Deposit (for check requests, personal services, mentors, and etc.):

1. The same process described above is now also required to setup direct deposits for companies/individuals prior to processing the PDF/paper check request form and other payment forms.
  2. If a PDF/paper check request form, personal services form, etc. is being submitted for payment, the payee must submit their W9 and direct deposit information online FIRST via Dynamic Forms.
  3. **The department will then need to wait until Tyler Gray provides them with the E# of the payee BEFORE the department submits the check request to Accounts Payable for payment. If the payee has not been setup for direct deposit before the Accounts Payable department receives the paperwork, it is likely that we will return the paperwork to the department. This action is necessary in order to protect the security of direct deposit information.**
  4. Remember to WAIT for confirmation from Tyler Gray before submitting PDF/paper check requests in order to avoid possible payment delays.
  5. If you think a payee is already setup, please email Tyler Gray and he will provide the E# if available.
    - a. Please do not hesitate to ask for prior verification, as this is preferred to the submission of unnecessary forms.
    - b. **Maintaining a listing of all payee E#s in the department for future reference will make this process much easier to manage for all parties.**
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