

Reimbursement System via Electronic Payment (ACH)

Information being requested or verified:

- Your agency's Federal Form W-9 information
- Your agency's Bank Account and Routing Number for depositing payments
WI State Instant Deposit Program Correction Form (PI-1145) signed by your bank official, your agency's Authorized Representative, and his/her designee. **Note: This form must be printed and uploaded from the online application only. Mailed in forms will not be accepted.**

Log-in procedures:

- Three agency roles will be defined throughout this process
 - Authorized Representative
 - Originator
 - Verifier
- URL site for application is <https://apps.dpi.wi.gov/AidsBanking/login>
 - The Log-in ID and password will be your Food & Nutrition Services (FNS) agency code/agreement number and password.
 - Each role, identified above, will need an individual e-mail address.

Descriptions and responsibilities of each role:

- **Authorized Representative will:**
 - Identify who will be the Originator and Verifier; e-mail notifications will be sent to Originator and Verifier when this has been completed.
 - Complete and confirm W-9 information.
 - The Authorized Representative may **also** be the Originator **or** the Verifier, but **not both**.
- **Originator will:**
 - Provide the bank account and routing number.
 - Contact the State Treasurer's Office when changing to a Local Government Investment Pool bank account (This applies to local government agencies only).
- **Verifier will:**
 - Print and obtain signatures for PI-1145 and **upload** to the application; e-mail notifications will be sent to the Authorized Representative and the Verifier when this has been completed.
 - Confirm the accuracy of the bank account and routing number entered by the Originator; e-mail notifications will be sent to Originator and the Authorized Representative when this has been completed.

The DPI Business Office will review the submitted W-9 and banking information. An e-mail notification will be sent to the Authorized Representative when the W-9 and banking information have been accepted.

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