

Automated Clearing House (ACH) or Electronic Funds Transfer (EFT) Deposits

Consolidated Collections Unit
Court Services Division
Administrative Office Of The Courts
Arizona Supreme Court

Purpose

- ARS § 35-185 “*Disbursement of Monies*”: *Align with the states goals regarding EFT payments*
- Increases efficiency with DSO payments for state and court agencies



ACH Vendor Authorization or Procure AZ

- Complete and return the ACH form to the State of Arizona General Accounting Office (GAO) when:
 - If there have been updates to the entity name, address or your bank account, you will need to submit a new [ACH form](#) to GAO.
 - Some courts/agencies are set up through Procure AZ <http://procure.az.gov/bso/>
 - Retain a copy for your court/agency



ACH Vendor Authorization or Procure AZ

- Retain copy of the ACH, or Procure AZ form, and submit the original form with your 2021 DSO Participation Agreement to:
 - help@courts.az.gov (RemedyForce).
- Updates/changes to banking/contact information, contact:
 - State of Arizona General Accounting Office (GAO):
<http://gao.az.gov/afis/vendor-information>
 - Procure AZ: <https://procure.az.gov/bso/>



Payment for AZ State Tax and/or AZ Lottery Interceptions

- Deposit email notification by DSO Financial Specialist or TIP01
 - Notification will include detailed deposit information and instructions to obtain DOR or AZL setoff statements in the TIP database by date range
- DSO Participant's county or city treasurer/finance office will be notified by State of Arizona's GAO of deposit and will see if before DSO participant is notified
- The bank account should be the same one used when depositing DSO checks
- ACH payment to DSO participant will be more efficient, timely and eliminates void/expired or lost DSO checks
- It may take up to two business days for the deposit to appear in your bank account.
- ***Please note that you may receive the deposit in your bank account before you receive the email notification containing the information for that deposit. This is normal. Please allow a few days for the email notification to be sent.***

DSO ACH Payment Email Notification Instructions (Example)

Good morning,

This email is to provide your court/agency with DSO ACH deposit information for payments that were applied into the TIP database on April 2, 2018.

Document Identifier	Warrant/EFT Number	Vendor Code	Vendor Name	Warrant Status	Cancel Reason	Warrant/EFT Issue Date	Warrant/EFT Cleared Date	Warrant/EFT Amt
EFT,SPA,180000216643,1	[REDACTED]	PZ000011791	[REDACTED]	Disbursed		04/11/2018	04/13/2018	\$ 86,860.81

- Please log into the TIP database and:
 1. From the TIP toolbar, select “*Reports*”
 2. When the drop down list of reports appears, select “*DOR Setoff Statement*”
 3. You will need to enter a date range of 04/02/2018 in both the “*From*” and “*To*” date fields
 4. Your court ID should automatically appear in the *Court ID* field
 5. Press enter

DSO ACH Payment Email Notification

Instructions Continued

- Once the setoff statement appears, you'll see a list of taxpayers that payments have been applied for.
- The total dollar amount in the **Amount to Send to Court** *column* should match the ACH deposit which is (amount provided in email).
- Disregard the amount shown below the "Grand Total." That dollar amount may be different than the "column" amount, and if it is, it's because the system is picking up payments that were applied for your court/agency the following day.
- To print the setoff statement(s), you will see a printer icon just beneath the TIP toolbar, click on the icon. DSO payments should be receipted into your case management system (CMS) just as you normally would if your court had been mailed a "live" DSO check.

Receipting Payments in AZTEC

- AZTEC participants must indicate **Special Payment Source “D”** to prevent the payment from allocating the FARE Special Collections Fee (19 or 19.5%)
- In the **Memo** field, enter the **EFT Number** from the email sent by DSO staff
- In the **check amount** field, enter the **amount of monies received**
- Enter the last 5 numbers of the EFT number in the **Check Number** field
- Enter **“68”** in **Register** field
- Add the prefix **“E”** in the first box of the **Receipt Number**

The screenshot shows the 'Automatic Allocation' form with the following data and highlighted fields:

Party Name:	SOLTERO STUDENT	Date of Birth:	- -
Social Security:	- -	Person Number:	000000494
Total Balance:	\$517.65	Special Payment Source:	D
Allocate:	\$100.00	Amount Paid:	\$100.00
		Total Amount:	\$100.00

Non-Party Payor (Y/N)? N Received of: SOLTERO STUDENT Receipt Date: 10-27-2015

Address 1: 123 KOBE WAY Address 2:
City: LITCHFIELD PARK State: AZ Zip: 85340-
Telephone: (623)256-5985

Memo: EFT 201510210044228

Check Amount: \$100.00 Check Number: 44228

Credit Card: \$0.00 Authorization:
Cash Amount: \$0.00 Change: \$0.00

Deputy ID: 012 Register: 68 Receipt Number: E 000000003

Receipting Payments in AJACS

- AJACS participants must select “Debt Setoff” in the Payment Source drop down menu. This prevents the payment from allocating the FARE Special Collections Fee (19 or 19.5%).
- Select “Electronic Funds Transfer” for the Tender Type
- Enter the amount received
- Put the warrant number in the “Check #/Auth #” field and save

Payment Source	TenderType	Amount	Credit Card Type	Check #/CC Auth #	Check Validation #
COUNTER		\$0.00			
COUNTER		0.00			
MAIL					
DEBT SETOFF					
WEB		\$0.00			

Payment Source	TenderType	Amount	Credit Card Type	Check #/CC Auth #	Check Validation #
DEBT SETOFF	ELECTRONIC FUNDS T	\$0.00			
	BUSINESS CHECK	0.00			
	ELECTRONIC FUNDS TRANSFER				
		\$0.00			

AJACS ACH Reconciliation

- If you are attempting to complete the “*make deposit*” for the cash and check deposit and it reflects the incorrect amount, please enter two deposits, one in the EFT field and one in the check/cash field.
- Please use the following steps:
 - Deselect all dates except for the EFT payment
 - The “payment method” should be EFT
 - Make your deposit
 - Go back and enter your check/cash deposit

Make Deposits

Refresh Deposit Deposit And Print Create JV Print List Export Close

From: 12/19/2017 To: 12/19/2017 Search

Make Deposits Manage Deposits

Deposit To: Cash in Bank (Deposit Account) Date: 12/19/2017 Memo: 12/19/17 Cash & Checks Deposit

Drag a column header here to group by that column.

Date	Payment	Manual Receipt	Issuance Date	Payment Method	Check/CC Number	Amount	User Name
12/19/2017	RECEIPT# H0000			CHECK	1414	\$450.00	JEEVARO
12/19/2017	RECEIPT# P0000			CASH		\$5.00	JUKRAPF
12/19/2017	RECEIPT# P0000			CHECK	7131	\$162.00	DRODRIGUEZ
12/19/2017	RECEIPT# P0000			CHECK	1388	\$162.00	DRODRIGUEZ
12/19/2017	RECEIPT# P0000			CHECK	1435	\$162.00	DRODRIGUEZ
12/19/2017	RECEIPT# H0000			CHECK	1553	\$162.00	DRODRIGUEZ
12/19/2017	RECEIPT# P0000			CASH		\$100.00	JEEVARO
12/19/2017	RECEIPT# H0000			CHECK	7502	\$162.00	DRODRIGUEZ
12/19/2017	RECEIPT# P0000			CASH		\$20.00	JUKRAPF
12/19/2017	RECEIPT# P0000			CHECK	56104100	\$100.00	JEEVARO
12/19/2017	RECEIPT# B0000			CHECK	380011740	\$25.00	JEEVARO
12/19/2017	RECEIPT# P0000			CASH		\$50.00	JUKRAPF
12/19/2017	RECEIPT# P0000			ELECTRONIC FUND	204338598	\$1,226.00	ORADA

Deposit Amount: \$ 5,451.00

ACH Frequently Asked Questions:

Q: Do we back date the receipt to the process date?

A: The court should use the current date when receipting payments regardless of the date the notification was received. The date of the notification should be included in a memo line or recorded somewhere in the financial report.

Q: How difficult is it to change the bank account number that the ACH deposits are being deposited to?

A: The AOC does not have any of the DSO Participants bank account numbers. If the bank account number that was listed on the ACH form that was submitted to the state's general accounting office (GAO) needs to be changed, please contact the GAO. More than likely a new ACH form will need to be submitted with the new bank account number.

****For ACH or bank account questions, you can contact the GAO at (602) 542-5405.****

ACH FAQ's Continued:

Q: Would there ever be an ACH deposited on a weekend, holiday, or after regular business hours?

A: Once the request for the DSO payment is sent to the AOC's finance department, the payment information is entered into the states accounting system and the GAO makes the deposit. Since the AOC and GAO are state agencies, neither agency would be working on the weekend or on a holiday. The deposits will more than likely be done during regular business hours and regular business days, Monday through Friday. Keep in mind that any "wire" transfer could take 2 business days to appear in the court's bank account.

Q: Does this process mean that DSO payments to participants will occur more often? Will the amounts of the ACH payments be smaller than the amounts that have been received in the past?

A: Right now one deposit is received from the DOR on a weekly basis. The amounts are very small unless it is during tax season. Since most people typically file their taxes starting the end of January through April, the payment amounts will be much larger during that time period. We cannot predict how many deposits you will receive during tax season as the ACH process is also new to us. Keep in mind that AZ Lottery payments are sent to us every day so that may increase or decrease the deposit amounts and how often you are getting them if they are AZ Lottery interceptions.