

Office of the State Treasurer

INSTRUCTIONS FOR VERIFYING BANK ACCOUNT INFORMATION FOR PCF ELECTRONIC REMITTANCE OF FUNDS TO STATE AGENCIES

The new DAS Contract with Private Collection Firms (PCF) requires each PCF to remit funds electronically using CTX or CCD plus addenda format through the Automated Clearinghouse network. The CTX format is an electronic remittance of the payment attached to multiple rows of payment related information. The CCD plus format allows for one line of addenda along with the payment. Office of the State Treasurer's (OST) systems will receive the payment and payment related addenda, and format it into a human readable report for secure delivery via the OST Portal.

Agencies that are in the process of implementing new contracts or renewing existing contracts will need to follow the instructions below to ensure they have the correct banking account information for the electronic remittance process:

1. Request verification of bank account information to be included in the PO:
 - a. Contact OST via Fax to:
Fax # 503-373-1179
Attn: OST Banking
 - i. Provide OST your agency's OST account number where the funds will be deposited.
Note: If there are multiple OST accounts that you will be requesting the PCF to remit funds to, please include all of those accounts in the fax request to OST Banking.
 - ii. OST Banking will verify the account number(s) and include the routing number information in a fax back to the agency. Please include a fax number and contact information in the original request.
2. The agency will include both the OST account number and the routing number in the PO.
3. Upon verification of the account information, OST Banking will notify OST's Relationship Management Team to work with your agency to provide appropriate staff with access to ACH reports via the OST Portal.