

Advisory – Institutional Direct Deposit Requests

July 17, 2012

Effective immediately, institutions that receive, or wish to receive, Post-9/11 GI Bill payments via direct deposit must submit a request, or any change in information, to VA on school letterhead.

The letter should be forwarded to the Education Liaison Representative (ELR) for the state in which the school resides. A listing of [ELRs](#) by state is available on School Resource Page of the [GI Bill Website](#).

To process the request, the institution must provide the following information:

Name of Institution
Address of Institution (Street Number, City, State, Zip)
Tax ID
Facility Code(s)

Name of Financial Institution
Address of Financial Institution
Nine Digit Routing Number
Account Number
Type of Account (Checking or Savings)

The letter should be dated and signed by an official legally authorized to add or amend the account for which Post-9/11 GI payments will be issued. The title and telephone number of the signing official must be provided. No changes will be processed without a valid signature.

VA will no longer accept change requests submitted on VA Form 22-8794a (Electronic Funds Transfer (EFT) Information). A sample letter including the information needed to add or update Post-9/11 GI Bill direct deposit information is attached.

/s/
Robert M. Worley II
Director, Education Service

encl

[Letterhead]
Veterans Affairs University
123 ABC Street
Washington, DC 20420

[Date]

Attention [ELR Name]:

SUBJECT: Change in Direct Deposit Information

Please update [School Name]'s Post-9/11 GI Bill Electronic Funds Transfer Account information. Our tax id, facility code, and banking information are provided below.

School Tax ID XX-XXXXXXX
Facility Code X-X-XXXX-X

Name of Bank [Name of Bank]
Street Address [Street Address]
Unit/Bldg Number [Unit/Bldg Number]
City, State, Zip [City, State, Zip]

Routing Number [9-digit routing number]
Account Number [Account Number]
Account Type [Checking or Savings]

If you have any questions or concerns regarding this request, you may contact me at [telephone number].

Very Respectfully,

[Name of Signing Official]
[Title of Signing Official]