

## INSTRUCTIONS FOR COMPLETING THE DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER (DD/EFT) FORM

**The deadline for receipt of the DD/EFT form is the last Friday in May. Failure to meet this deadline will result in a forfeiture of the funds associated with this scholarship.**

The Barry Goldwater Scholarship Foundation is required to make all payments by electronic funds transfer (EFT). Goldwater Foundation Scholarship stipends can only be deposited into **YOUR** checking or savings account. The Treasury Department will not make payments to investment accounts or to an account not bearing your name. In order to avoid misdirected payments, do not close or change your bank account without FIRST notifying the Foundation.

Providing your name is on the account, a joint checking or savings account is allowed. Unless your name is on the account, do not submit a bank account for your parent(s) or a significant other. Custodial accounts are acceptable if you are the primary account holder.

Steps in the process include:

- 1) Complete all sections on Direct Deposit/EFT Form. **Your name must match the name listed on your Social Security card, otherwise the U.S. Treasury will not process your payment!** Be certain to electronically sign your DD/EFT Form.
- 2) Scan a voided check with your name on it (handwritten if not imprinted) for the bank account you are using or scan an account verification form for your account (obtained from your bank) to a PDF file.
- 3) Transmit both your electronically signed DD/EFT form and the PDF of your scanned VOIDED check or account verification form as email attachments to Ms. Lucy Decher at: [ldecher@goldwaterscholarship.gov](mailto:ldecher@goldwaterscholarship.gov) . **Use the free email encryption service *SENDINC* to email us your materials (<https://www.sendinc.com>).** As they are generally not encrypted, do not use regular email to send these materials!

We trust you will find electronic funds transfer a prompt, effective, and reliable method for receiving payments. If you have questions concerning completion of the form, call the Foundation at 703-756-6012 or send an e-mail to [ldecher@goldwaterscholarship.gov](mailto:ldecher@goldwaterscholarship.gov) .

# Goldwater Foundation Direct Deposit/Electronic Funds Transfer (DD/EFT) Form

To avoid losing data, save this form to your computer and then enter information on the saved form!  
(DD/EFT SUBMISSION DEADLINE: Last Friday in May)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

*(Your name on this form must match your name as it appears on your Social Security card.)*

Address you use to receive mail while you are at school:

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ ZIP: \_\_\_\_\_

Permanent Address (typically that of a parent/legal guardian): Check if same as school address \_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ ZIP: \_\_\_\_\_

Student SSN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ **CHECK TO MAKE CERTAIN YOUR SSN IS CORRECT!** The U.S. Treasury will NOT process your payment if your SSN is incorrect.

## Direct Deposit/EFT Account Information:

Financial Institution: \_\_\_\_\_

Name(s) on the account: \_\_\_\_\_

*(Student's name MUST be on the account)*

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Type: Checking \_\_\_\_ Savings \_\_\_\_

## Authorization:

Privacy Act Statement: The collection of the information you are being requested to provide is authorized under 31CFT 209 and/or 210. The information is confidential and is needed to prove entitlement to payments. The information will be used to process payment data from Office of the Chief Financial Officer to the financial institution and/or its agent.

\_\_\_\_\_

\_\_\_\_\_

(Electronic Signature)

(Date)

## Steps in the Submission Process:

- 1) Complete, sign and save the DD/EFT form as a PDF file.
- 2) On a separate page, scan a VOIDED check or an account verification form to a PDF file.
- 3) Transmit both your electronically signed DD/EFT form and the PDF of your scanned VOIDED check or verification form as email attachments to Ms. Lucy Decher at [ldecher@goldwaterscholarship.gov](mailto:ldecher@goldwaterscholarship.gov) . **Use the free email encryption service SENDINC to send your materials to us (<https://www.sendinc.com>).** **As it is generally not encrypted, regular email should NOT be used to send these materials!**