

INSTRUCTIONS FOR COMPLETING THE DIRECT DEPOSIT FORM/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 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 of the Direct Deposit/EFT form ONLINE. ** 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. Transmit an electronic copy of your DD/EFT form (NOT a printed and scanned copy) as described below in Section 3.
- 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 as email attachments to Ms. Judy Zang at: jzang@goldwaterscholarship.gov. **Use the free email encryption service *SENDINC* to email us your materials (<https://sendinc.com>). As they are generally not encrypted, do not use your 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 jzang@goldwaterscholarship.gov.

** If you cannot fill in the DD/EFT form when you open it with Adobe, save the form to your computer and then fill it in electronically.

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

(DD/EFT SUBMISSION DEADLINE: Last Friday in May)

Last Name: _____ First Name: _____ Middle Name: _____

(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 as email attachments to Ms. Judy Zang at jzang@goldwaterscholarship.gov. **Use the free email encryption service SENDINC to send your materials to us (<https://sendinc.com>).** **As it is generally not encrypted, regular email should NOT be used to send these materials!**