New NEH Award recipients are required to submit banking information to receive payments. An ACH Enrollment Form is made available within eGMS and can be accessed by clicking on the link in the left navigation panel (Figure 1) or by clicking on the Award # under "Awards" and then selecting the "Forms & Reports" tab (Figure 2).

Figure 1. Accessing the ACH Enrollment Form

Figure 2. Accessing the ACH Enrollment Form under "Forms & Reports"

There are three sections to the form and each section must be completed in order.

In the first section (Figure 3), recipients of organizational awards enter the payee's name and EIN. Recipients of individual awards enter their own name and SSN or Taxpayer ID Number.

Figure 3. The ACH Enrollment Form: Section 1 – Payee/Company Information

In the second section (Figure 4), enter the financial institution information. The bank routing and account numbers are hidden except while editing and require double-key entry for confirmation.

For awards to individuals, you must use your personal bank account (i.e., not an institutional account). Leave the field "SAM EFT Indicator" blank.

Figure 4. The ACH Enrollment Form: Section 2 – Financial Institution Information

In the last section (Figure 5), recipients of organizational awards enter the name and title of the authorized official. Recipients of individual awards enter their own name and title here. Then, certify that the information provided is true and accurate.

Recipients of organizational awards are required to confirm that the information corresponds to active UEI SAM.gov registration data and that you will wait 24 hours before submitting a payment request to allow Reach to transmit this data to NEH's financial system.

Once completed, make sure to click the "Submit" button.

Figure 5. The ACH Enrollment Form: Section 3 – Sign and Submit

Payee/Company Information	Financial Institution Information	Sign and Submit

Name of Authorized Official

Required

Jane Smith

Title of Authorized Official

Required

Grant Administrator

I certify that the information provided on this form is accurate and true.

Required

Yes ▼

By submitting this information, you agree;

- The information submitted corresponds to active UEI SAM.gov registration data, and
- New payment requests using newly submitted information must wait 24 hours to allow the systems to update

Required

Yes ▼

Close   Previous   Save   Submit

Your form was last saved on 8/4/2022 at 6:53 PM.

Within an hour of submittal, the form will be locked (Figure 6) and can no longer be edited while the data is being transmitted to NEH's financial application and verified. If the information cannot be verified, NEH staff will contact you and ask you to redo the submission.

Figure 6. The ACH Enrollment form – locked.

| Funding | Instructions | Documents | Forms & Reports | Products & Media | Venues | Change Requests | Messages (1) | Write Ups |

Reporting Requirements

To submit a report, click on the pen next to the report's name. If the pen is not visible, the report has been received and the status has been updated by agency staff, or you do not have permission to submit the report.

Actions	Report Type	Special Instructions	Due Date ▲	Extension	Submission Date	Submission Comments	Feedback	Status
	Final Financial		5/31/2024					Not Submitted
🖊	Final Performance Progress Report		5/31/2024					Not Submitted

Additional Forms

Complete any forms listed below.

Locked forms cannot be edited in Reach.

Actions	Required?	Campaign/Form	Availability Date	Due Date ▼	Submission Date	Submission By	Locked?
Select Action ▾	☐	ACH Enrollment Form	7/1/2022	8/31/2022	8/4/2022 6:54:49 PM	Jane Smith	☑

Award recipients can also request to have a new ACH enrollment form added if banking information changes by clicking on the "Change Requests" tab (Figure 7) and submitting a change request for ACH Enrollment (Figure 8).

Figure 7. Change Requests

Figure 8. Submitting a Change Request for ACH Enrollment.