

State of Nebraska
Department of Roads
Payment Policy to Cities and Counties
August 2, 2002

It is the policy of the State Treasurer that any payments made by the State of Nebraska to any government entity that will exceed \$75,000 must be paid via direct deposit. (There are indications this amount will be reduced to \$50,000 in the near future). So today, if a payment due your city or county exceeds that \$75,000 limit set by the State Treasurer, that payment will only be paid in the form of a direct deposit into an identified direct deposit account. If your city or county doesn't currently have such an account, you will need to establish one in order to receive these payments.

Payments over \$75,000 will no longer be able to be sent to a specific individual in your organization. However, if you want these payments to go to a specific account other than the one that already may be established for your governmental unit, you will need to establish a new, separate bank account for that specific purpose. That will be the only way to direct those funds to an account other than a general account you may already have established. If this option is not available to you, you may want to explore (with your primary financial contact—usually your city or county treasurer) how you might be notified if payments are made to this account.

Project/invoice references are generally transmitted to your bank along with each direct deposit. The bank should pass this information on to your financial contact. This should help identify the reason for any direct deposit made by our agency.

Payments less than \$75,000 (currently) may be sent to you in the form of a paper warrant and may be directed to a specific address. This will only be done based on a specific request to do so. Otherwise, if a direct deposit account has already been established for your governmental unit, all payments, regardless of the amount, will be directly deposited to that account.

If you don't currently have a direct deposit account established with the State of Nebraska, but would like to do so, you will need to fill out an **Automated Clearing House (ACH) form** and submit it to the State

Treasurer, PO Box 94788, Lincoln NE 68509, with a copy to the Controller Division, Nebraska Department of Roads, PO Box 94759, Lincoln NE 68509-4759. If you wish to limit payments into that account to those you receive from the Department of Roads, you will need to enter **“for Roads use only”** in the section on the ECH form identified as **“May this authorization be used for? (Check one)”** **X** **Only payments listed below:**

If you have questions or need a ACH Enrollment form for direct deposit payments made by the Nebraska Dept. of Roads, please contact the Controller Division at (402) 479-4816, or log on to the website www.das.state.ne.us, click on **DAS Accounting Division**, click on **Forms**, click on **Nebraska ACH Enrollment Form** and print.