

VPSA Technology Note/Security Equipment Grant Funds Instructions to Update Banking Account Information



Please fax completed form to SNAP at 1-800-252-9551

The purpose of this form is to update the wire or ACH instructions for a specific school division across all currently active Virginia Public School Authority ("VPSA") Education Technology and Security Equipment Grant Fund SNAP accounts ("VPSA Grant Fund SNAP Account(s)").

Whenever changes are made to the wire/ACH instructions where grant funds are sent from VPSA's SNAP accounts to the school division, school divisions are responsible for completing this form and faxing it to SNAP at the number provided at the top of this form.

Upon receipt of a faxed form with new or updated banking instructions for a school division, the SNAP Investment Manager will upload the form to a contact with permissions to review changes to existing banking instructions provided by the school division ("authorized contact") at the Department of Education ("DoE") via EON, the Investment Manager's password-protected online portal. The authorized contact at the DoE will review the form and, if it is in good order according to their procedures, will sign the form attesting that a) the School Division Signer is an appropriate signer and b) the signer from the school division is requesting a change to existing banking instructions on file to send any future grant fund payments to for the respective school division. The DoE will send the attested form back to the Investment Manager via EON. The Investment Manager will review the completed form to help ensure that the banking instructions on the DoE attested form are consistent with what they received from the school division. If no changes have been made, the Investment Manager will update the instructions on file for the respective school division across all VPSA Grant Fund SNAP Account(s). If changes have been to the banking instruction received from the school division, the SNAP Investment Manager will contact VPSA to discuss next steps.

Future disbursements of grant funds, requested by the DoE to the Investment Manager, will be sent to the most recent updated instructions provided for the respective school division. It is understood that SNAP will be under no obligation to honor, in whole or in part, any request which (a) exceeds available funds with the Program, (b) is provided by any person not authorized by the DoE, or (c) is not in accordance with any other requirements stated herein.

Bank Name: _____

ABA/Routing Number: _____

Account Name: _____

Account Number: _____

Bank Address: _____

Signature and Division Information:

Division Number

Name of Division

Phone Number

Print or Type Name of School Division Signer

School Division Signature

Date

Attest:

Print or Type Name of DoE Signer

DoE Signature

Date