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## Owner/Agent Instructions for Supplier Direct Deposit Authorization Form (ACH form)

Any changes in banking information, the Owner/Agent must complete a Supplier Direct Deposit Authorization Form.

[https://www.tn.gov/content/dam/tn/ecd/documents/resources/grantee-resources/State\\_of\\_TN\\_Supplier\\_Direct\\_Deposit\\_Authorization.pdf](https://www.tn.gov/content/dam/tn/ecd/documents/resources/grantee-resources/State_of_TN_Supplier_Direct_Deposit_Authorization.pdf)

### *Supplier Direct Deposit Authorization Requirements*

- Must be on the current version of the form
- Must be legible (should not have to guess letters/numbers entered on the form)
- Must not be altered (data on the form is not modified)
- Must be completed in its entirety
- Must be hand-signed (electronic signatures are not accepted)
- **Sections 1-3** are to be filled out, dated and signed by an authorized signatory of the organization.
- **Section 4** must be completed by Financial Institution.

CGI does not collect or maintain Direct Deposit forms. Once the Owner/Agent completes the form, the **Original** form is mailed directly to:

State of Tennessee  
Attn: Supplier Maintenance  
21st Floor WRS Tennessee Tower  
312 Rosa L Parks Ave  
Nashville, TN 37243

The Owner/Agent must mark the outside of envelope “**CONFIDENTIAL**”. CGI cannot forward the Authorization on the Owner/Agent’s behalf. For tracking purposes, we recommend the Authorization be sent certified mail, FedEx or UPS. Receipt and approval of this document may take up to three weeks.

If the Direct Deposit Authorization form is incorrect, Supplier Maintenance will communicate directly to the Owner/Agent, usually through US mail or email. Remember to check junk mail if more than enough time has passed.