



Colorado Department of Labor and Employment
Division of Oil and Public Safety – Petroleum Storage Tank Fund
633 17th Street, Suite 500
Denver, CO 80202-3610

Phone: 303-318-8525
Fax: 303-318-8488
Email: cdle_fund@state.co.us
Web: www.colorado.gov/ops

Electronic Funds Transfers

The Division of Oil and Public Safety (OPS) would like to announce a program to allow for direct deposits of Petroleum Storage Tank Fund reimbursement payments to Fund Applicant's bank accounts through electronic funds transfer (EFT). To enable this transfer to happen, the EFT Direct Deposit Authorization Form needs to be completed by the Applicant and their financial institution. Contact Jane Bral at jane.bral@state.co.us or 303-318-8510 to request a copy of the EFT Direct Deposit Authorization Form.

Form Instructions

Section I

Section I of the form should be completed with the OPS address, as follows.

State Department: Colorado Department of Labor and Employment/Division of Oil and Public Safety

Mailing Address: 633 17th St., Suite 500

City, State, ZIP: Denver, CO 80202-3610

Department Contact: Jane Bral

Email: jane.bral@state.co.us

Phone: 303-318-8510

Sections II, III and IV

The Applicant should complete Sections II, III and IV in consultation with their financial institution. Make sure that the "Vendor Name," any "DBA" name and the address exactly match the information that the financial institution associates with the Applicant's account. Note that an original voided check or bank letter is requested in Section III. A hard copy of the form can be returned to OPS with an original signature and date, or it may be emailed to cdle_fund@state.co.us.

OPS will deliver the form to the CDLE Accounts Payable department who will establish an account for the Applicant with the State Controller's Office. The actual EFT will be done by the State Controller's Office.

If the State Controller's Office receives multiple payments to an applicant (as when multiple applications are approved for that applicant on a given day via the Fund Payment Report (FPR)), these payments will be batched, or lumped together, for the EFT. In order to prevent confusion for applicants with multiple reimbursement application (RAP) payments when the batched EFT is deposited into their bank account, OPS has created the Remittance File. This is an Excel file that will list all RAPs and corresponding Event numbers and payment amounts that were approved on that day for that applicant. OPS will email the remittance file to the applicant along with the corresponding FPRs following approval before the FPRs are

taken to the Accounts Payable department for processing. A remittance file will be created for all EFT payments, even if only one RAP is included in the batch, and emailed to the applicant as described above.

Unfortunately for some environmental consultants, the EFT can only be established for the Fund Applicant's bank account. EFT payments cannot be deposited into consultant bank accounts per the following directive from the State Controller's Office.

"EFT deposits can only be deposited into the tax ID's account that you are paying. We do not allow any third party deposits. The legal name and tax ID must match exactly the vendor code and name in the Colorado Operations Resource Engine (CORE)."

For additional assistance, you may contact Jane Bral, Fund Section Supervisor, at 303-318-8510.