

NJ Start ETF/Direct Deposit Instructions

To receive electronic payments from the State of New Jersey for processed invoices, you must provide EFT-related information corresponding to a Remit Address.

1. Sign in at www.njstart.gov using the Login ID and Password you created when you registered in NJSTART
2. First, navigate to the Maintain Terms and Categories section of your Vendor Profile and ensure that the EFT payment option for Category 4 (Electronic Funds Transfer Certification) has been selected and saved. This is required in order to receive electronic payments.



Category: 4. Electronic Funds Transfer Certification (MANDATORY FIELD)

Description: I certify that I am an appointed agent of the vendor referenced and that I hereby authorize the State of NJ to initiate payments to the bank acct and bank named in the electronic funds transfer (if and when the information is provided). This authority is to remain in full force and effect until the State of NJ receives notification of any changes, and in such a manner as to afford the State of NJ a reasonable opportunity to Act.

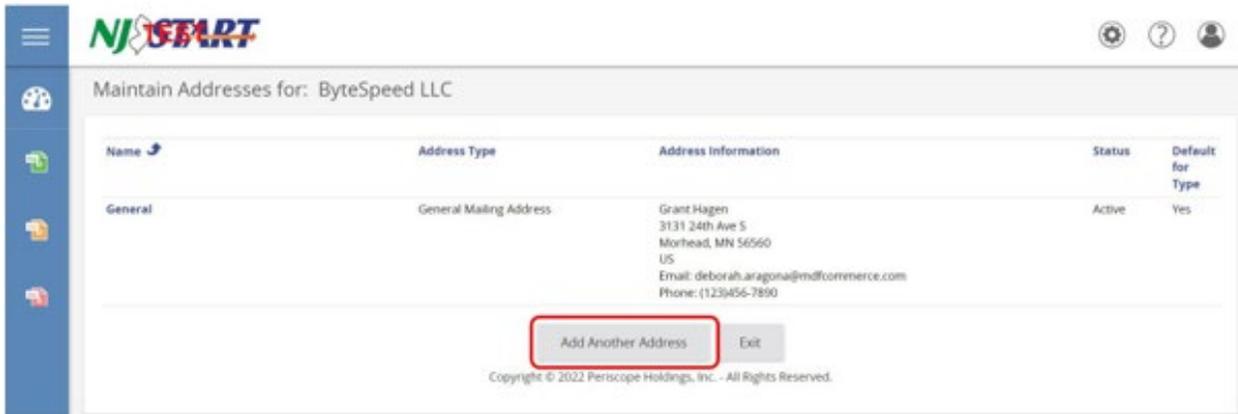
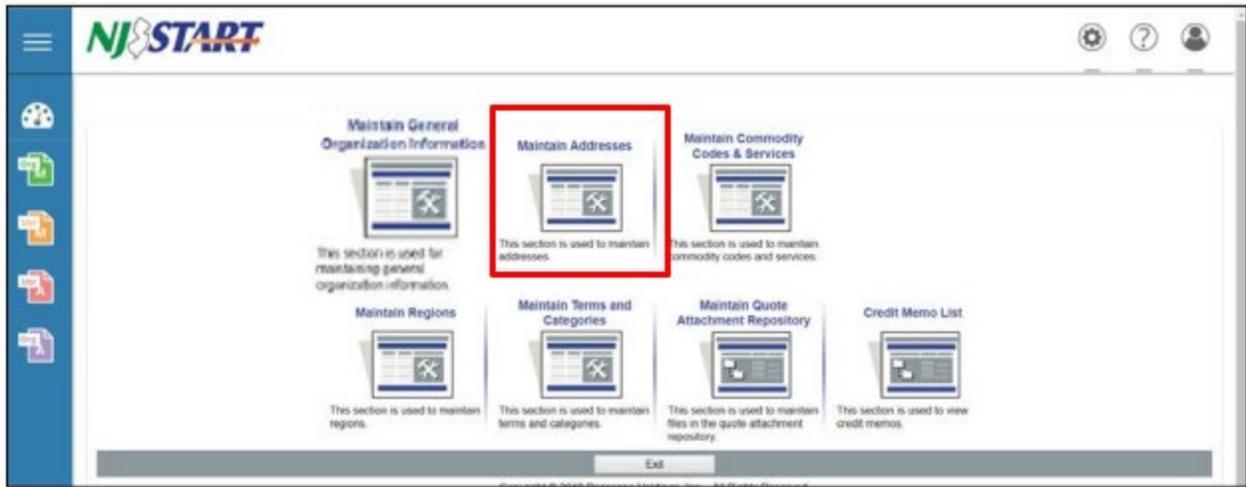
Please select exactly one category value

Select

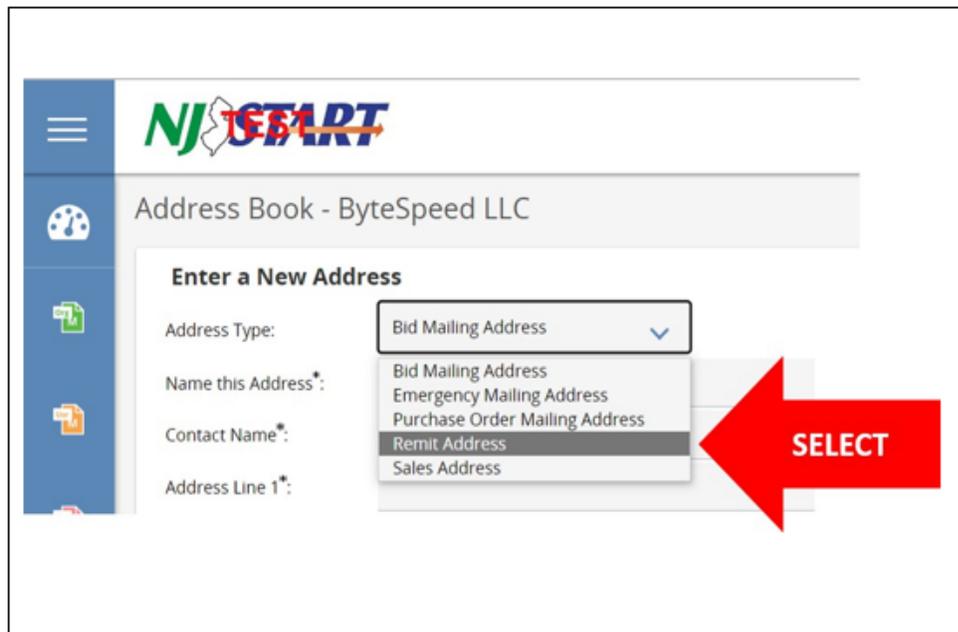
- Select if you intend to enter the data for EFT payment and agree with the statement above. To enter banking data, you must log in after the initial registration process has been completed, add or edit a Remit address, and check the EFT Enabled box.
- Select if the financial institution referenced in your electronic funds transfer information is a foreign bank or is acting as an agent for a foreign bank.
- Select if you prefer a paper check instead and do not want to receive payment via EFT. (Any banking information entered as part of your remittance address will be disregarded and remain inactive.)

Notes:

3. Navigate to the the Maintain Addresses tab and click on “Add Another Address”



4. On the next screen, select Remit Address.



5. Then scroll down to the EFT Enabled? box and check it. Complete ALL required fields (marked with an asterisk*).Then click “Save & Exit” button.

The screenshot shows the NJSTART web application interface. The top left features a blue sidebar with navigation icons. The main content area displays a form for account management. The 'EFT Enabled?' checkbox is checked and highlighted with a red box. The form includes the following fields and controls:

- ID: 21067
- Alternate ID: V00058300
- Status: Active (dropdown)
- Web Address: (text input)
- Default address for this address type: (text input)
- (Begin with http:// or https://)
- EFT Enabled?
- Description*: (text input)
- Country*: (dropdown)
- Branch Name*: (text input)
- Account Type*: (dropdown)
- Routing Number*: (text input)
- Account Number*: (text input) with a 'Show' button
- IAT Flag: ⓘ

At the bottom of the form, there are four buttons: 'Save & Exit', 'Save & Continue', 'Reset', and 'Cancel & Exit'. The footer text reads: 'Copyright © 2022 Penscope Holdings, Inc. - All Rights Reserved.'

NOTE: If you find that a password has been saved in the Account Number field within NJSTART inadvertently, disable your browser's auto-populate or form fill feature, try clearing your browser's cache, or use a different browser. Then re-enter your account number, "Save & Exit," or "Save & Continue." Log back into NJSTART to double-check the account number and ensure that the correct account number has been saved. 11 of 20 The IAT (International ACH Transactions) Flag checkbox at the bottom of the page should be checked ONLY if the financial institution receiving your electronic funds payment is a foreign bank or is acting as an agent of a foreign bank on your behalf