MEMORANDUM

DATE: January 6, 2010

TO: Agency CFO’s & Accounting Personnel

FROM: Anthony I. Armijo, Director

RE: Wires vs ACH Direct Deposits

To provide a more cost effective method of distributing payments to our vendors, we are proposing a change. Currently some agencies are distributing payments to vendors by wiring the funds. Instead of wiring the funds, we want you to utilize ACH direct deposit (ACH). The end result will be the same; however, ACH will significantly reduce the bank fees we pay. In order for us to implement the new method, we ask that you have your agency Point of Contact (POC) personnel obtain the necessary bank information by providing your vendors with a W-9 form. Once the agency POC has obtained the information, the W-9 form can be sent to Financial Control through the normal channels.

Failure to obtain the necessary information will result in your vendor being paid through a warrant. Beginning February 1, 2010 we will no longer allow agencies to wire funds. Should you have any questions, please feel free to contact Vivian Montoya, Bureau Chief at 505-827-3674.

Thank you for your prompt attention.