The ECIA Board is changing fiscal agents.

Notify the ECI State Office of fiscal agent change.

Does the fiscal agent currently receive payments from the State of Iowa?

Yes → Does the state accounting system indicate that the fiscal agent receives funds electronically?

No → Contact the Early Childhood Iowa Office to determine if the fiscal agent is on the state’s accounting system. Provide the following for the fiscal agent:
- Legal name
- Doing business as (DBA) name
- Address
- Employer Identification Number (EIN)

No → Is the fiscal agent on the state’s accounting system?

Yes → Does the fiscal agent want to receive payments electronically?

No → Fiscal agent completes and submits the Substitute W-9 Vendor form to the State ECI Office.

Yes → Fiscal agent receives paper warrants for School Ready and Early Childhood quarterly payments.

Are the ECI’s funds being deposited into a different bank account then the fiscal agent’s other funds?

No → The fiscal agent receives paper warrants for School Ready and Early Childhood quarterly payments. Fiscal agents are STRONGLY ENCOURAGED to complete the form to receive electronic payments (EFT).

Yes → State staff must ask the Department of Administrative Services (DAS) to establish a separate vendor code for the fiscal agent on the state’s accounting system for ECI funds.

DAS creates an additional vendor code for the fiscal agent for the ECI funds. ECI state staff will contact ECIA staff person.

Fiscal agent completes the EFT form and sends or faxes the form to DAS.

The ECIA board and fiscal agent sign the fiscal agent agreement. The ECIA sends a copy of the agreement to the State ECI Office.

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*The State of Iowa is moving toward issuing only EFT payments.

Following is a link to forms on the DAS website. You will find a link to both the Substitute W-9 Vendor form and the EFT Authorization form on this page: https://das.iowa.gov/sites/default/files/acct_sae/man_for_ref/forms/ eft_authorization_form.pdf

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