



## PS/PI/BRA/LEOSA Program ACH Instructions, Updated 03/21/2023

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- Determine amount to pay for the designated application packet.
- Go to YOUR company banking institution online payment processing system, or financial management software.
- Submit payment electronically using information on page (2) and you **MUST** include the following note on transaction in memo column
  - a. Packet Types (*choose the appropriate packet*):
    - i. LEOSA - PI 109 + last name of applicant
    - ii. Private Security - PI 512 + last name of applicant
    - iii. Private Investigator - PI 512 + last name of applicant
    - iv. Bail Bond Recovery Agent - PI 512 + last name of applicant
- **ALL transactions:**
  - a. **Send subsequent email with transaction # and date with list of all applicant names to:**
    - i. [pspi@cjtc.wa.gov](mailto:pspi@cjtc.wa.gov),
    - ii. [amy.abbott@cjtc.wa.gov](mailto:amy.abbott@cjtc.wa.gov), and
    - iii. [FinanceCashier@des.wa.gov](mailto:FinanceCashier@des.wa.gov).
- Submit application packet via email with payment transaction # and transaction date listed on bottom of application to [pspi@cjtc.wa.gov](mailto:pspi@cjtc.wa.gov).

**If you have any questions pertaining to an ACH please direct to [pspi@cjtc.wa.gov](mailto:pspi@cjtc.wa.gov).**



STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

December 28, 2020

**TO:** Customer

**FROM:** Dept. of Enterprise Services on behalf of Criminal Justice Training Commission (CJTC)

**SUBJECT:** US Bank ACH and Wire Transfer Instructions

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The following information is necessary to initiate electronic funds transfer transactions to the State Treasurer's concentration account:

***Concentration Account:***

Name of Financial Institution: US Bank  
Financial Institution Address: 60 Livingston Ave; St. Paul, MN 55107-2292  
Account Name: **227-DEPT OF ENTERPRISE SERVICES**  
ABA/Routing Number: 123000848  
Account Number: 153910882221  
Account Type: Checking

All electronic transactions sent to *Department of Enterprise Services on behalf of the Washington State Criminal Justice Training Commission* should use this information. We appreciate your cooperation in remitting transactions to this routing and account number to avoid returns.

If you have questions, please contact Kara Skinner at [Kara.skinner@des.wa.gov](mailto:Kara.skinner@des.wa.gov)

**PLEASE NOTE:**

**IF YOU PHYSICALLY GO TO US BANK - YOU MUST SEND A WIRE ACH PAYMENT**

**\*\*\*DO NOT REQUEST TO DEPOSIT FUNDS INTO THIS ACCOUNT\*\*\***

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>WA ST CRIMINAL JUSTICE TRAINING COMMISSION</p>	
	<p><b>2</b> Business name/disregarded entity name, if different from above</p>	
	<p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC    <input type="checkbox"/> C Corporation    <input type="checkbox"/> S Corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input checked="" type="checkbox"/> Other (see instructions) ▶ <u>State Government Entity</u></p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) <u>3</u></p> <p>Exemption from FATCA reporting code (if any) <u>C</u></p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <p>19010 1ST AVE S</p>	<p>Requester's name and address (optional)</p>
	<p><b>6</b> City, state, and ZIP code</p> <p>BURIEN, WA 98148</p>	
	<p><b>7</b> List account number(s) here (optional)</p>	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
9	1	-	0	7	8	3	8	8	4

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	<p>Signature of U.S. person ▶ <i>Kara Skinner</i></p>	<p>Date ▶ 4/20/21</p>
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*