

WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

TO: PS/PI/BBRA/LEOSA Stakeholders
FROM: Tisha Tyler, Program Manager
SUBJECT: Payment Options for Firearms Certificates and Cards
DATE: 5/13/2024



There are two payment options for firearms certificates and LEOSA firearms cards, choose one:

Option 1: Check, Money Order or Cashier's Check

Mail check, money order, or cashier's check to:

WSCJTC
Attn: PS/PI/BBRA/LEOSA
PO Box 40905 Olympia, WA 98504-0905

- **LEOSA:** Submit application online through Acadis and mail your fee, with a note listing the name of the individual and application type.
- **PS-PI-BBRA:** Submit application either through Acadis or via email and mail your fee, with a note listing the name of the individual and application type.

Option 2: ACH

- **Step 1:**

Provide the following information to your Financial Institution for ACH Payment:

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
Tax ID Number:	91-0783884

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.

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You will also need to provide the following:

- Place the following information in the memo column:
 - LEOSA - PI 109 + last name of applicant
 - PS - PI 512 + last name of applicant
 - PI - PI 512 + last name of applicant
 - BBRA - PI 512 + last name of applicant

If you prefer to go directly to US Bank for ACH: You must request a WIRE ACH PAYMENT. DO NOT request to deposit funds into this account.

If you are using your own bill pay, QuickBooks, or other program and that system mails a check, this option will not work for you. We must receive funds through a wire transfer. The purpose of the address listed above is so the bank can verify our account and is only to be used for ACH/Wire payments.

- **Failure to follow these instructions may significantly delay the processing of your application.**

• Step 2

- Send email, not including the packet, with transaction number and date with list of all applicant names to:
 - pspi@cjtc.wa.gov,
 - amy.abbott@cjtc.wa.gov, and
 - FinanceCashier@des.wa.gov.

• Step 3

- **LEOSA:** Submit application online through Acadis and provide your transaction number in box that requests it.
- **PS-PI-BBRA:**
 - Submit application either through Acadis and provide your transaction number in box that requests it.
 - Submit application via email to pspi@cjtc.wa.gov and provide transaction number.