

INSTRUCTIONS FOR DIRECT DEPOSIT

You must be a registered Commonwealth of PA vendor to receive payments via direct deposit.

All vendor registration instructions and forms can be found on the Office of the Budget website here: [Sign Up for Direct Deposit & e-Remittance | Commonwealth of Pennsylvania](#)

Select the appropriate link, based on the first digit of your vendor number. If you do not have a vendor number, you should follow the link on the page to register for a “Non-Procurement” vendor number. New vendors without a vendor number can use 999999 as SAP Vendor Number. Agency and type of Payments is L&I – Supersedeas Fund Reimbursement. You can also sign up for E-Remittance from this page. This is strongly recommended as it will provide you with an email notification up to three days in advance of a direct deposit payment to your vendor record.

The Vendor Data Management Unit (VDMU) handles all inquiries regarding vendor and direct deposit registration. They will process your registration and communicate with you via email. If you have any questions or want to confirm the information is received and in process, feel free to call the Payable Services Call Center toll-free at (877) 435-7363.

After your registration and direct deposit information is confirmed by VDMU, you must send an email to Special Funds at ra-libwc-spec-fnd-pa@pa.gov providing the following:

- Six-digit vendor number
- Name
- Address
- Phone number
- Email
- Bank partner code associated with the bank account

It is vital that the information provided to Special Funds matches the vendor information provided during vendor registration as mismatches will cause delays in issuance of your payment.

A member of the Special Funds team will contact you to confirm receipt of your information.

Since Third Party Administrators (TPAs) do not pay assessments into the fund, reimbursement cannot be made from the fund to them.

Questions? Contact Special Funds at ra-libwc-spec-fnd-pa@pa.gov.