



Direct Pay Set Up Guide

Step-By-Step Instructions for Schools & Business Providers

Step Up For Students (SUFS) uses “Direct Pay” to securely and promptly send electronic payments to schools and providers. For schools and businesses, the information entered must exactly match IRS records. Individuals and sole proprietors may use their personal details.

Step 1 – Enter Company Information

- Navigate to the “Direct Pay” tab in EMA and click **“Manage.”**
 - Schools and businesses should select **“Company”** and **enter their details exactly as they are listed on their IRS EIN Verification Letter.**
 - Include any DBA or c/o fields (often shown as a “%” symbol) listed above the address.
 - The company name must match all lines above the address of the EIN Verification Letter.
 - It’s okay if this name difference from the legal business name in EMA, the school name, or Sunbiz.
- Here is an example of what should be entered in EMA with a corresponding letter:

Enter Your Information

To ensure that you receive your payments on time, please enter your details as you shared them with your bank.

Type: ☐ Individual ☒ Company

Contact Email: johndoetutoring@johndoetutoring.com

Phone Number: +1 7726965555

First Name: John

Middle Name:

Last Name: Doe

Company: John Doe Tutoring dba John Doe Incorporated c/o John Doe

Street Address: 123 Main St

IRS DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 08/08/2018

Employer Identification Number: 12-3456789

Form: SS-4

Number of this notice: CP 575 G

For assistance you may call us at: 1-800-829-4933

IF YOU WRITE, ATTACH THE STUB AT THE END OF THIS NOTICE.

John Doe Tutoring
dba John Doe Incorporated
% John Doe
123 Main Street
Anytown, FL 12345

Step 2 – Add Banking Information

- Proceed to the “Banking Information.” Select **“Direct Deposit / ACH”** as the payment method.
 - Use your company name from step 1 as the “Name on Account” (unless you’re an individual/sole proprietor).
 - It’s acceptable if this name doesn’t match the name on the bank account, as it may reflect your preferred naming convention chosen during account setup.

Banking Information

1 Address 2 Payment Method 3 Tax Forms 4 Done

Payment Method: Direct Deposit / ACH

Name on Account: John Doe Tutoring dba John Doe Incorporated c/o John Doe

Bank Name: Florida Credit Union

Routing Code: 074000010

Account Number: 123456789

Account Type: ☒ Checking ☐ Savings



Step 3 – Complete IRS Form W9

- Once the banking details are complete, select **“Next”** to enter W9 details.
 - For schools and businesses, the company name must match Step 1 and the EIN Verification Letter.
 - Fill out the remaining fields: entity type, address, SSN/EIN, and certification.

Please continue to fill the W-9 form below:		
Substitute Form W9	Request for Taxpayer Identification Number and Certification	Rev. March 2024
Name (individual or company name as shown on your income tax return) ⓘ John Doe Tutoring		
Does not match name of the beneficiary owner entered in the Address tab		
Business Name/Disregarded Entity Name (if different from above)		

Please continue to fill the W-9 form below:		
Substitute Form W9	Request for Taxpayer Identification Number and Certification	Rev. March 2024
Name (individual or company name as shown on your income tax return) ⓘ John Doe Tutoring dba John Doe Incorporated c/o John Doe		
Business Name/Disregarded Entity Name (if different from above)		

- Select **“Next”** to complete the three-step Direct Pay setup.

Please note: Validation may take up to 24 hours. Once approved, a green banner will confirm your bank account connection. If validation doesn't occur within 24 hours, revisit the “Direct Pay” tab to review and correct your entries.

Business Profile	Direct Pay	Terms & Conditions	Contacts	Users
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Direct Pay

Business Service Providers with a valid bank account and tax ID on file will be able to receive payments directly into their bank account with parent approval. Please click on Manage to add or edit your banking information. Please keep in mind, if your banking information changes at any point, you will have limited access to the system until the banking information is corrected.

Thank you for connecting your bank account.

MANAGE