# **Direct Pay Set Up Guide**

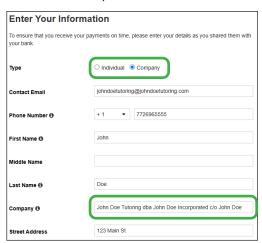


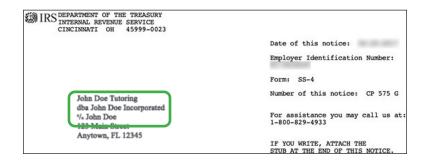
#### Step-By-Step Instructions for Schools & Business Providers

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**

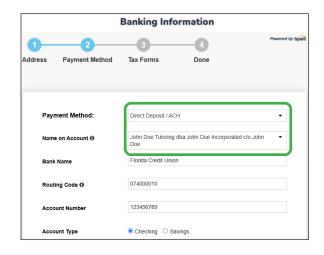
- Navigate to the "Direct Pay" tab in EMA and click "Manage."
  - Schools and businesses should select "Company" and enter their details exactly as they are listed on their IRS EIN Verification Letter.
    - · Include any DBA or c/o fields (often shown as a "%" symbol) listed above the address.
    - 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:





### Step 2 – Add Banking Information

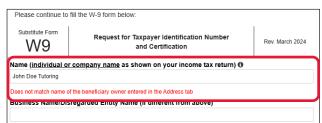
- Proceed to the "Banking Information." Select "Direct
  Deposit / ACH" as the payment method.
  - Use your company name from step 1 as the "Name on Account" (unless you're an individual/sole proprietor).
    - It's acceptable if this name doesn't match the name on the bank account, as it may reflect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

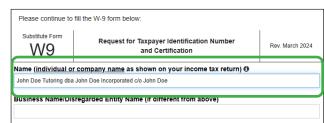




## **Step 3 – Complete IRS Form W9**

- 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.





• 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.

