

## MICHIGAN LIQUOR CONTROL COMMISSION

### *ELECTRONIC FUND TRANSFER (EFT) PAYMENT PROGRAM FOR LIQUOR PURCHASES*

The Michigan Liquor Control Commission's (MLCC) Electronic Fund Transfer Payment Program allows liquor licensees to pay for their liquor purchases electronically instead of by cash or check.

Here is how it works:

1. Licensees must have a checking or savings account at a financial institution.
2. Licensees must complete an EFT Authorization Form and return it to the MLCC.  
To get an EFT Authorization Form licensees may contact the MLCC Financial Management Division, telephone number: 800.701.0513, or visit our website:  
[http://www.michigan.gov/documents/lara/3618\\_08-11\\_367009\\_7.pdf](http://www.michigan.gov/documents/lara/3618_08-11_367009_7.pdf)
3. The MLCC will notify each Authorized Distribution Agent (ADA) of the licensee's enrollment in the EFT program after verifying the account information with the bank.
4. From the time the licensee enrolls it will take up to 7 business days before they can begin paying by EFT.
5. When the licensee's enrollment is complete, the drivers will deliver the liquor orders as usual and present a liquor invoice which must be signed by the licensee. The invoice will have a message indicating that the licensee pays by EFT.

Licensees should use their invoice to record the amount of the payment in their checking account register.

6. Funds, in the amount of the liquor purchase, should be available for collection at the time of delivery.
7. Licensees with multiple locations may request a special report from the Liquor Commission that can be produced and transmitted for any specific period of time, which lists the invoice date, invoice number, ADA, invoice amount, total amount, licensee name and location to help them with bank statement reconciliation.
8. Licensees will see the payments on their bank statements with the following descriptors: chain store number if any; invoice number; ADA number as shown in the current Liquor Price Book; "State of Mich"; and "Liquorsale" along with the amount of the purchase and ADAs' initials.

The chain store location number appears in the bank statement as an aid in bank reconciliation for chain store licensees.

The advantages of the Electronic Fund Transfer method of payment: fast, accurate, cashless and safe. The Michigan Liquor Control Commission follows the rules of the National Automated Clearing House Association in processing Electronic Fund Transfer payments. Licensees are protected by these rules.

April 04, 2012

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