

# Manage Bank Account

1. This is the first activity you will need to do. Once the BDIC sponsor is logged into e-Services, the sponsor must set up their EFT account before they can perform any activities on e-Services. To do this, we will use the Manage Bank Account activity. Click on **Manage Bank Account** hyperlink

Summary Action Center Settings More...

<b>BDIC Sponsor</b> HOLT DRIVING SCHOOL 2073 AURELIUS RD HOLT MI 48842-1331 INGHAM COUNTY	<b>Account</b> Q3632	<ul style="list-style-type: none"><li>&gt; Check Driver Eligibility</li><li>&gt; View EFT Reports</li><li>&gt; Submit Course Results</li><li>&gt; <b>Manage Bank Account</b></li><li>&gt; More...</li></ul>
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2. We are now opened to the **eCheck Account management** activity. From here, the sponsor can add their bank account information. Add the banking information by selecting the **Add Bank Account** hyperlink.

eCheck Account Management

**Note:**  
To be considered for participation in the Michigan Department of State Automated Clearing House (ACH) program, please register/maintain your bank account using the link(s) provide registration, you authorize the Michigan Department of State to electronically transfer funds from your financial institution to a State of Michigan account.

**BDIC Sponsor - Q3632**

**Name:** HOLT DRIVING SCHOOL [+ Add Bank Account](#)

**Address:** 2073 AURELIUS RD HOLT MI 48842-1331 **⚠ eCheck Account is Required**

3. e-Services activities are meant to be intuitive and user-friendly. CARS will walk you through the process of performing each activity. The **red asterisks (below)** indicate that the field is required. You must enter information in all required fields before you can move on.

### Add Bank Account

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 Your registered EFT account will use the bank information you enter below

**BDIC Sponsor -** Q3632

**Name:** HOLT DRIVING SCHOOL

**Address:** 2073 AURELIUS RD HOLT MI 48842-1331

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Answer the below questions about the new bank account

Is this a business or corporate bank account? \* 

Yes	No
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Routing Number \*  
*Required*

Bank Account Number \*  
*Required*

Confirm Bank Account Number

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You must agree to the terms and conditions to proceed \*

I hereby authorize the Michigan Department of State to make withdrawals from the account registered and authorize the Depository Financial Institution to charge such withdrawals to my listed account.

I authorize the State of Michigan to withdraw funds and make adjusting entries for errors by electronic transfer from the financial institution identified below. It is agreed that these withdrawals and adjustments may be made electronically and under the Rules of the National Automated Clearing House Association (NACHA). This authorization will remain in effect until a notice of termination is given to the Michigan Department of State.

Please note that you are ineligible to pay by ACH if the bank account identified is funded or otherwise associated with a foreign bank account to the extent that the payment transaction would qualify as an International ACH Transaction under the NACHA Rules.

You may update your bank account information through e-Services if additional changes need to be made.

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4. Make sure to agree to the terms and conditions by selecting the **checkbox**. Once all the required information has been inputted and you are satisfied with it select the **Submit** button in the bottom right-hand corner to submit your banking information.

- The bank account information is now entered into CARS. At the top of the screen, we see a confirmation statement that our EFT account has been registered.

[Account](#)

## Add Bank Account

**i** Your registered EFT account will use the **CHECKING** account ending in **5315**

**BDIC Sponsor - Q3632**

**Name:** HOLT DRIVING SCHOOL

**Address:** 2073 AURELIUS RD HOLT MI 48842-1331

- Select the account hyperlink to complete add banking information.
- We are now back on the **eCheck Account Management** screen. We can now see that we no longer have the option to add bank information, but instead **update bank account** information.

< HOLT DRIVING SCHOOL

### eCheck Account Management

**Note:**

To be considered for participation in the Michigan Department of State Automated Clearing House (ACH) program, please register/maintain your bank account using the link(s) provided. Upon registration, you authorize the Michigan Department of State to electronically transfer funds from your financial institution to a State of Michigan account.

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[Update Bank Account](#)

eCheck Account is Required

**NOTE:** Sponsors can only have one bank account recorded at a time. Once bank account information is updated, the old banking information is no longer available.