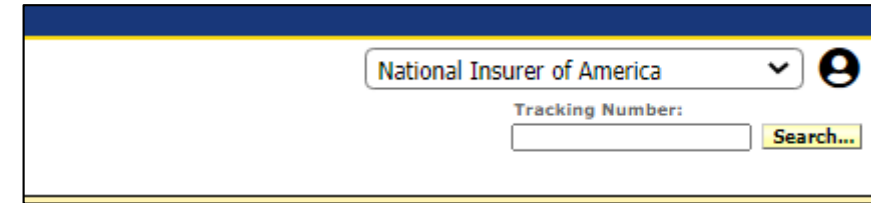
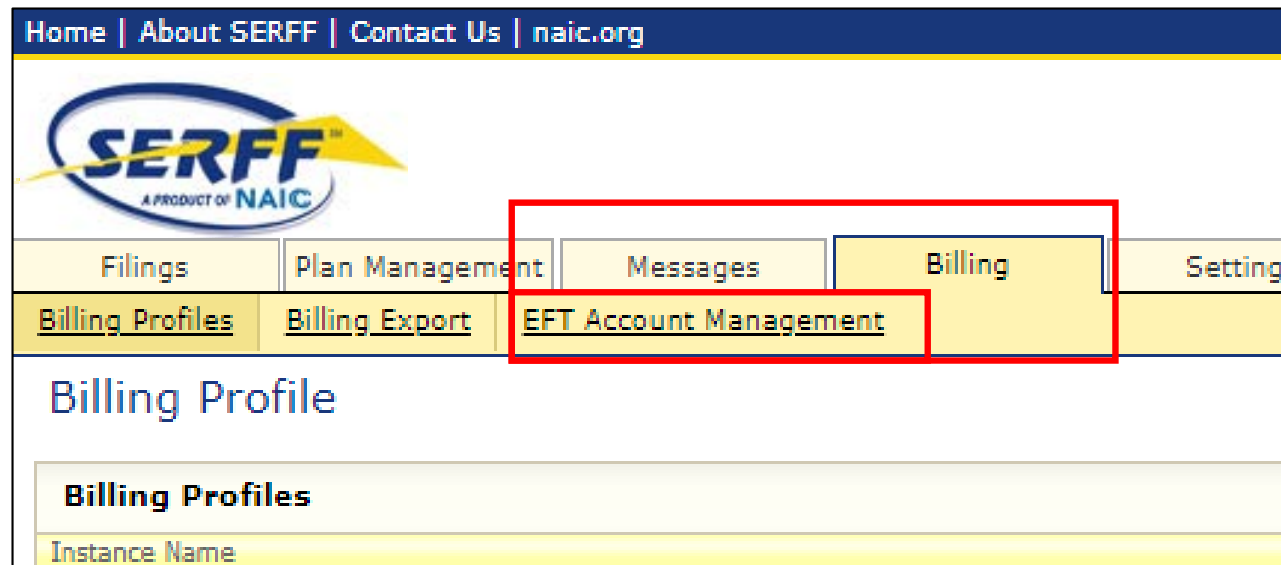


If you have multiple SERFF instances tied to your username first select the instance you will be updating from the drop-down menu at the top right corner of the screen.



**\*NOTE:** SERFF Accounts are called “Instances”\*

To access EFT Account Management, Select the ‘Billing’ tab then click the ‘EFT Account Management’ link.



For instances that have not had EFT associated you will see the screen below.



## EFT Account

Add EFT Account

No EFT accounts are configured.

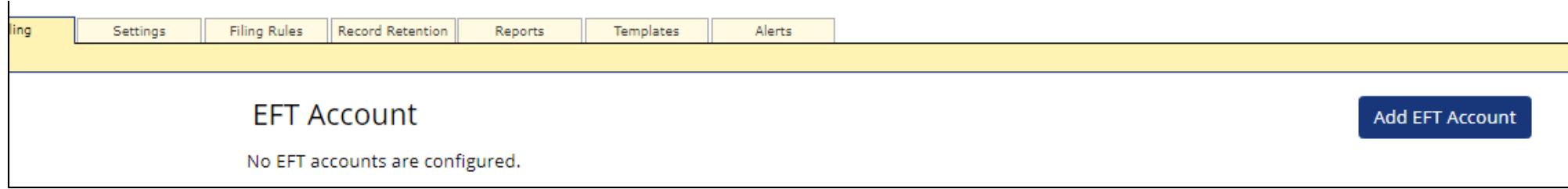
For instances that *have* had EFT associated you will see a screen similar to the one below that lists all banking profiles on file.



## EFT Account

Add EFT Account

(Bank Name) Bank Account 2020 Last Modified: Jun 8, 2020 by zzzIndRachel Buccierizz	Active
(Bank Institution Name) Bank Account 2020 Last Modified: Jun 8, 2020 by zzzIndRachel Buccierizz	Inactive



To add an EFT account, select the Blue 'Add EFT Account' button.

The below screen will load.

Internal Accounting nickname, Bank Name, or some other name that easily distinguishes this EFT information from other EFT information that may be associated to the SERFF instance.

Name of Company associated to the account or the parent company. This cannot be updated once saved.

Bank account information.

[Return to EFT Accounts](#)

### Add EFT Account

**Bank Information**

Account Nickname \*

Name of Company \* ?  
Name of Company cannot be changed after the account is created.

Routing Number \*

Account Number \*

Re-enter Account Number \*

**Contact Person**

First Name \*

Last Name \*

**Addenda Notice**  
All EFT accounts will be created with a transaction type of CTX and no addenda. If this account needs to be setup with a transaction type of CCD or addenda information, please contact the SERFF Marketing team.  
[serffmktg@naic.org](mailto:serffmktg@naic.org) (816) 783-8787

## Example of completed EFT Information.

### Add EFT Account

#### Bank Information

Account Nickname \*

(Bank Institution Name) Bank Account 2020

Name of Company \* ?

Name of Company cannot be changed after the account is created.

American National Insurer

Routing Number \*

011401533

Account Number \*

887766554433

Re-enter Account Number \*

887766554433

#### Addenda Notice

All EFT accounts will be created with a transaction type of CTX and no addenda. If this account needs to be setup with a transaction type of CCD or addenda information, please contact the SERFF Marketing team.

[serffmktg@naic.org](mailto:serffmktg@naic.org) (816) 783-8787

Next, add the contact information for the account. **\*NOTE\*** This is an internal contact. This is NOT a representative from the financial institution.

### Contact Person

First Name \*

John

Last Name \*

Smith

Phone Number \*

(xxx) xxx-xxxx

(913) 375-0566

Email \*

john.smith@amernatins.com

### Legal Consent

The National Association of Insurance Commissioners ("NAIC") is authorized to initiate debit entries and to initiate, if necessary, credit entries and adjustments for the correction of any debit entries in error from or to the account indicated above of the Company indicated above at the financial institution indicated above.

Copy

The Company authorizes the above-named Financial Institution to honor such requests from the NAIC and to debit or if applicable, to credit, the same to the account indicated above. The debit entries initiated by the NAIC are for the payment of DOI Fees as such term is defined in the SERFF License Agreement between the Company and the NAIC.

This authorization shall remain in full force and effect until the above-named Financial Institution as well as the NAIC have received written notice from the Company of termination of authority in such time and manner as to afford the Financial Institution as well as the NAIC a reasonable time to act on said termination. Notwithstanding the foregoing, this authorization shall terminate no later than thirty (30) days after written notice of termination is received by the NAIC.

I agree to the terms and conditions above and wish to continue.

Add EFT Account Cancel

Review the information entered and the legal consent. Click the 'Agree' box then the Blue 'Add EFT Account' button.

All EFT accounts will show here on the EFT Account Management dashboard. To edit an existing account, hover over the account to edit and click to open the edit page.

The screenshot displays a dashboard interface for EFT Account Management. At the top, there is a navigation bar with several tabs: Messages, Billing, Settings, Filing Rules, Record Retention, Reports, Templates, and Alerts. The 'EFT Account Management' tab is currently selected and highlighted in yellow. Below the navigation bar, the main content area is titled 'EFT Account'. On the right side of this section, there is a blue button labeled 'Add EFT Account'. The main content area contains a list of two EFT accounts, each displayed in a white box with a light gray border. The first account is '(Bank Institution Name) Bank Account 2020' with a status of 'Active' and a last modified date of 'Jun 8, 2020 by zzzIndRachel Buccierizzz'. The second account is '(Bank Name) Bank Account 2020' with a status of 'Active' and a last modified date of 'Jun 8, 2020 by zzzIndRachel Buccierizzz'.

EFT Account		<a href="#">Add EFT Account</a>
(Bank Institution Name) Bank Account 2020	Active	
Last Modified: Jun 8, 2020 by zzzIndRachel Buccierizzz		
(Bank Name) Bank Account 2020	Active	
Last Modified: Jun 8, 2020 by zzzIndRachel Buccierizzz		

Here, the account nickname, Companies associated with the bank account, and contact information can be updated.

**Account Nickname:** (Bank Institution Name) Bank Account 2020 [Edit](#)

**Routing Number:** 011401533

**Account Number:** ●●●●4433

**Name of Company:** American National Insurer

#### Associated Companies

[Edit](#)

#### Associated Companies

American National Insurer

#### Contact Person

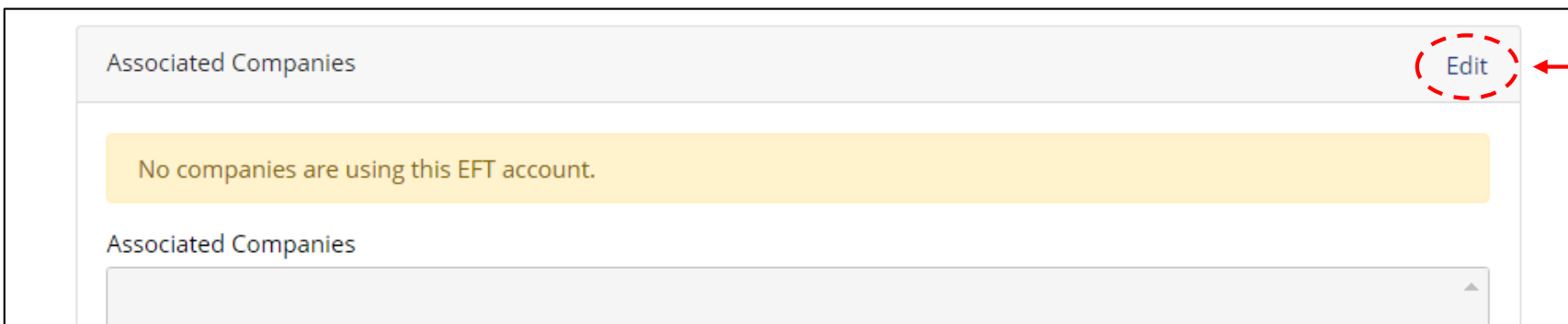
[Edit](#)

**First Name:** John

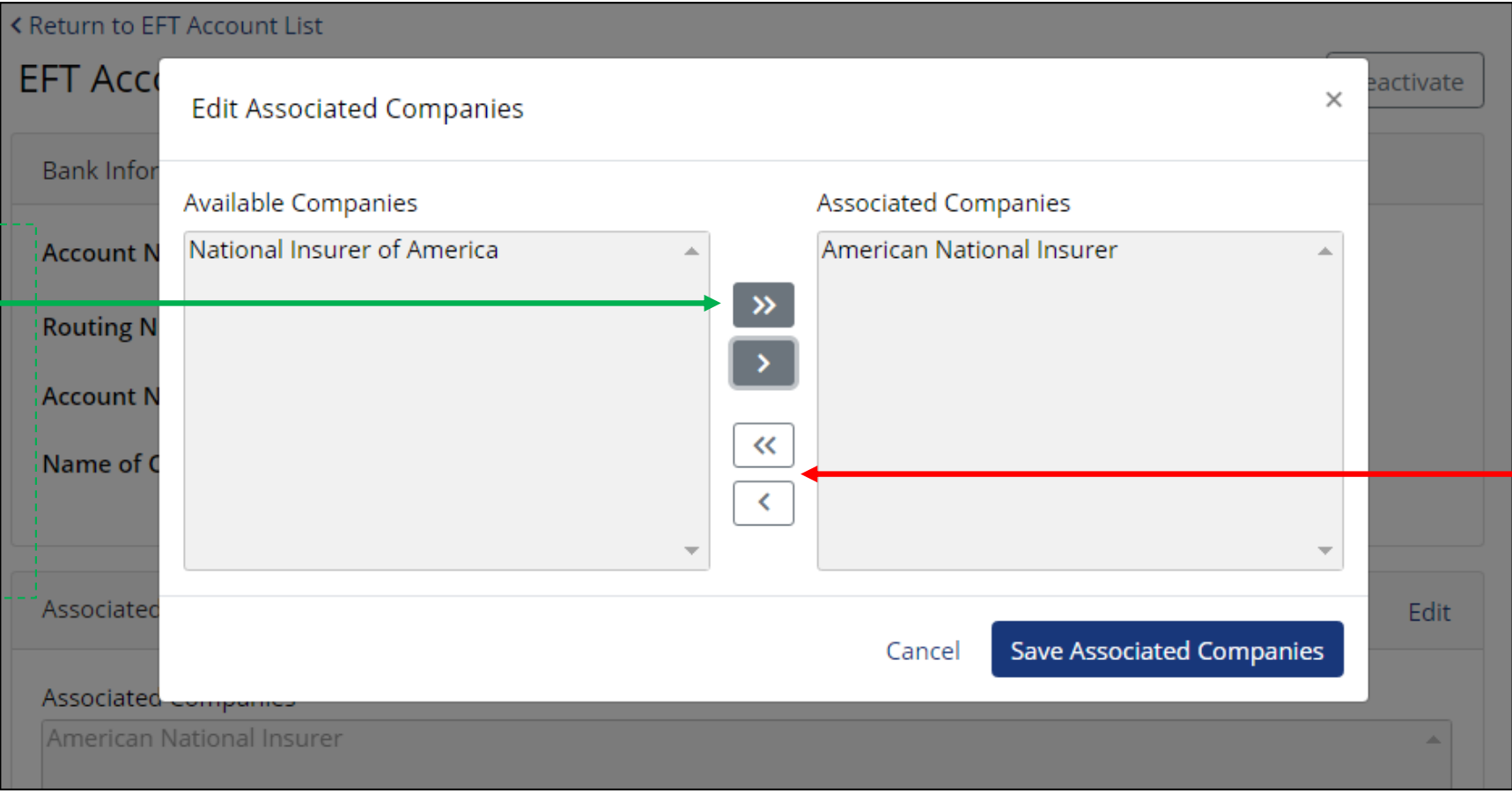
**Last Name:** Smith

**Phone Number:** (913) 375-0566

**Email:** john.smith@amernatins.com



To add or remove companies click the blue 'Edit' link next to 'Associated Companies.'



Select an available company on the left panel and move to the right panel by clicking the singular arrow pointing right. To move all companies click the double arrows pointing right.

To remove companies, click the company on the right panel and click to the singular arrow pointing left. To remove all companies, click the double arrows pointing left.



If the bank account is no longer valid, the EFT information can be deactivated.  
At the top right hand corner of the EFT information page, click the white 'Deactivate' EFT button.

[← Return to EFT Account List](#)

## EFT Account Details

[Deactivate](#)

Bank Information

**Account Nickname:** (Bank Institution Name) Bank Account 2020 [Edit](#)

**Routing Number:** 011401533

**Account Number:** ●●●●4433

**Name of Company:** American National Insurer

Associated Companies [Edit](#)

Associated Companies

American National Insurer ▲

A confirmation box will pop up allowing you to cancel or proceed with deactivating the EFT Account.

The screenshot shows a web interface for "EFT Account Details". At the top left is a link to "Return to EFT Account List". At the top right is a "Deactivate" button. The main content area is titled "Bank Information" and contains the following details:

- Account Nickname: (Bank Institution Name) Bank Account 2020 Edit
- Routing Number: 011401533
- Account Number: ●●●●4433
- Name of Company: American Na

A confirmation dialog box is overlaid on the page, titled "Deactivate EFT Account?". The dialog contains the text: "Deactivating this EFT account will unassociate all companies. Do you want to continue?". At the bottom of the dialog are two buttons: "No" and "Yes, Deactivate EFT Account".

Below the "Bank Information" section is an "Associated Companies" section with an "Edit" button. It lists "Associated Companies" and shows "American National Insurer" in a scrollable list.

Once an account is deactivated, it is still visible on the EFT Account Management Dashboard and can still be edited or Reactivated.

The screenshot displays the EFT Account Management Dashboard. At the top, there is a navigation bar with tabs for Billing, Settings, Filing Rules, Record Retention, Reports, Templates, and Alerts. Below the navigation bar, the main content area is titled "EFT Account" and features a blue "Add EFT Account" button. A table lists two accounts, both last modified on Jun 8, 2020, by zzzIndRachel Buccierizzz.

Account Name	Status
(Bank Name) Bank Account 2020 Last Modified: Jun 8, 2020 by zzzIndRachel Buccierizzz	Active
(Bank Institution Name) Bank Account 2020 Last Modified: Jun 8, 2020 by zzzIndRachel Buccierizzz	Inactive