



Agreement to Receive Refund by ACH Transfer

Missouri Tax I.D. Number

Grid for Missouri Tax I.D. Number

Federal Employer I.D. Number

Grid for Federal Employer I.D. Number

Please complete this form and return using one of the methods listed below. Select one box for the appropriate tax type.

- Grid of checkboxes for various tax types: Sales and Use Tax, Motor Fuel Tax, Cigarette Tax, Financial Institutions and Insurance Taxes, Withholding Tax, Corporate Tax, Business Tax Registration Bond.

Company (Payee) Information

Form for Company (Payee) Information including Type of Agreement, Name, Address, City, State, and ZIP Code.

Financial Institution (Banking) Information

We acknowledge that the Department of Revenue reserves the right to refund by check or other means as it deems necessary. The undersigned designate the following as the account to which the Department should credit ACH the refund. See instructions on Page 3.

Form for Financial Institution (Banking) Information including 1. Financial Institution Name, 2. Company Account Name, 3. ABA Routing Number, 4. Account Number, and checkboxes for Checking and Savings.

Include a voided check or letter from the financial institution as verification of the above information.



Signature

Two (2) company official authorized signatures are required. If your banking information changes following the submission of this form, you must submit an updated Form 5378 to ensure your payment is deposited in the appropriate account.

Under penalties of perjury, I declare that the above information and any attached supplement is true, complete, and correct.		
Company Official Signature		Company Official Printed Name
Title	E-mail Address	
Telephone Number (____) ____ - ____	Fax Number (____) ____ - ____	Date Signed (MM/DD/YYYY) __/__/____
Company Official Signature		Company Official Printed Name
Title	E-mail Address	
Telephone Number (____) ____ - ____	Fax Number (____) ____ - ____	Date Signed (MM/DD/YYYY) __/__/____

Department Use Only

Signature	Title	Date (MM/DD/YYYY) __/__/____
-----------	-------	---------------------------------



ACH Transfer Agreement Instructions

To provide more security, the Department of Revenue will send large dollar refunds via ACH (Automated Clearing House) transfer.

Financial Institution (Banking) Information

1. Financial Institution Name and Address: Enter your financial institution's name and address.
2. Account Name: Enter your account name at the financial institution.
3. ABA Routing Number: Enter your routing number which is printed on the bottom left hand portion of your business checks. See Examples 1 and 2 below. Verify with your financial institution the correct routing number to use for ACH deposits. Your financial institution may use different routing numbers for checks, ACH deposits, and wire deposits.
4. Account Number: Enter your account number at your financial institution, which is printed on the bottom of your business checks, following the routing number. It may be the first series of digits after the routing number, followed by the check number (Example 1 below), or it may be the series of digits which follow the check number (Example 2 below). The check number is not included in the depositor account number. (Include a voided check or a letter from the financial institution as verification of the above information.)

Example 1

XYZ Business		Check No. 4444
Hometown, USA		
Pay to the Order of		
123456789	8765432109812	4444
↑	↑	↑
Routing Number	Account Number	Check Number

Example 2

XYZ Business		Check No. 4444
Hometown, USA		
Pay to the Order of		
123456789	4444	8765432109812
↑	↑	↑
Routing Number	Check Number	Account Number

Please verify your company account name, ABA routing number, and account number with your financial institution.

Signature

We require two (2) authorized company official signatures. Include the official's title.

Improper Completion

The form will be returned if the agreement:

- (1) Does not contain two (2) authorized signatures;
- (2) Contains corrected errors (i.e., scratch-outs, white-out, type-over, etc.);
- (3) Is not properly completed; or
- (4) Has an invalid account number or bank information.

Please return the completed agreement to the Missouri Department of Revenue, Taxation Division, at the address, fax number, or e-mail address shown on the form.

