

Instructions For Making Reimbursements to the Commonwealth (The reimbursement must be made no later than January 8, 2010)

If payment by check

Make check payable to: Commonwealth of Virginia

Mail to: Department of Accounts
P.O. Box 1971
Richmond, VA 23218-1971
Attn: Melinda Fleet

Street Address if sending Overnight:
Department of Accounts
Attn: Melinda Fleet
101 North 14th Street
Richmond, VA 23219

If payment by wire

Wire funds to the State Treasurer's Account at Bank of America.

Account Name – Treasurer of Virginia
Account Routing Number – 026009593
Account Number – 0000000026

On the day of the wire transfer please notify Ken VanAuken at the Department of the Treasury with the amount, locality name, and purpose of the wire (“Locality Budget Reduction – Chapter 879”). Ken may be contacted by e-mail at Kenvanauken@trs.virginia.gov or by phone at 804-225-2221.

If payment by deposit

Deposit the funds in the State Treasurer's Account in which you normally deposit state funds.

Specific Deposit Certificate (DC) Coding:

Batch Agency: 998
Transaction Code: 001
Transaction Agency: 997
Fund: 0216
Revenue Source: 09005

Please ensure your FIPS code is included on the DC. On the day of the deposit, please enter the DC into CARS and notify Melinda Fleet, Department of Accounts at Melinda.Fleet@doa.virginia.gov. If you have any questions regarding the deposit methodology please contact Melinda by e-mail or by phone at 804-225-2376.