

Vendorization FAQs

1. How do I submit or update my vendor payment method with VA?

Submit or update your vendor information through the VA Customer Engagement Portal (CEP): <https://www.cep.fsc.va.gov/>.

You will need:

- For new vendorization: Bank name, account number, and routing number.
- For updates: Previous and current/updated mailing address and current/updated direct deposit information.

The process takes about 5–20 minutes and cannot be saved mid-way.

A step-by-step tutorial is available here:

<https://www.youtube.com/watch?v=vHSWmSf7k0o>.

You must create an ID.me account to complete the process.

If your form is incomplete or more information is needed, VA's Financial Services Center (FSC) will contact you by email or phone. Failure to respond may delay or misroute payments.

For assistance or to check your request status:

- Phone: 877-353-9791
- Email: vafscshd@mail.va.gov

2. Do I need a Unique Entity ID (UEI) from SAM.gov?

No. Educational institutions and training facilities do not need to register with SAM.gov or obtain a UEI to receive benefit payments from VA. However, if your facility receives federal grants or contracts from other federal agencies, you may be required to register.

If your facility is already registered with SAM.gov and you have a UEI, you must input your UEI.

When logging in via ID.me, you will be asked: *“Is the account you are adding or updating registered with SAM.gov?”* If you select “No” you will not need to enter a UEI. If you are registered with SAM.gov and select “No”, your vendorization request may be rejected.

3. How do I add my 8-character Facility Code to my vendor record?

After logging into CEP via ID.me:

- Select your Payee Type.
- If you choose “Individual”, “Commercial,” or “Foreign” answer “Yes” to “Do you receive Veterans Benefit payments?”
- Additional options will appear, select the one titled “You are an approved educational institution receiving payment of Tuition and Fees under the Post 9/11 GI Bill (Chapter 33) or the Veterans Readiness and Employment (Chapter 31) programs.”
- Upon selection of this radio button, you will be prompted to enter the 8-character Facility Code assigned to your institution.

4. Why must I provide direct deposit information?

Federal law (31 CFR § 208.3) and Executive Order 14247 require non-tax federal payments to be made electronically. This includes Annual Reporting Fee payments under 38 CFR 21.4206.

Failure to provide direct deposit information may result in:

- Lost or delayed payments
- Loss of eligibility for VA benefit payments

5. How can I submit international direct deposit information for Annual Reporting Fee payments?

If your foreign educational institution or training facility does not have a U.S. bank account or correspondent bank account and cannot receive a paper check from the U.S. Department of Treasury, you can enroll in international direct deposit.

To enroll: Send a letter on your institution’s official letterhead to Federal.Approvals@va.gov. The letter must include:

- Institution name and full mailing address
- Point of contact (name and title)
- Phone number and email address
- Foreign Tax Identification Number (if applicable)
- Financial institution name and full mailing address
- Bank code
- Branch code (if applicable)
- Account number or IBAN
- Account type (checking or savings)
- Account currency (U.S. Dollar or local currency)
- Name, title, and signature of authorized representative for your educational institution or training facility