

## CG-7302 EFT/ACH Member Payment Enrollment Form Instructions

Please use the following information for assistance in completing the CG-7302 EFT/ACH Member Payment Enrollment Form.

### **In the block titled “PAYEE/COMPANY INFORMATION” use the following for assistance.**

AGENCY: Enter one of the following options.

Coast Guard - Auxiliary - ALC 70060000

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TELEPHONE NUMBER: Enter the 10 digit phone number without any formatting. Formatting will be automatically applied.

SSN NO. OR TAXPAYER NO.: Use caution when confirming. No check is done to ensure the entries match.

EMAIL ADDRESS: Use caution when confirming. No check is done to ensure the entries match.

### **In the block titled “SUBMITTER INFORMATION” use the following for assistance.**

If this form is being submitted by the PAYEE (SELF) no entries are required in the SUBMITTER'S NAME, TELEPHONE NUMBER, and EMAIL ADDRESS fields. These fields can be left blank or be populated with “SAME AS ABOVE”.

If this form is being submitted ON BEHALF OF PAYEE please provide the SUBMITTER'S NAME, TELEPHONE NUMBER, and EMAIL ADDRESS in the “On Behalf of Payee” column.

### **In the block titled “FINANCIAL INSTITUTION INFORMATION” use the following for assistance.**

TELEPHONE NUMBER: Enter the 10 digit phone number without any formatting. Formatting will be automatically applied.

SUBMIT BY EMAIL button: It is recommended not to use this button. Because this form needs to be password protected it is recommended that the document be saved first and then password protection added.

**Submit the form using the following process.**

1. Save the completed CG-7302 form.
2. Add **password protection** to open the PDF file. If you are unable to password protect the PDF file you may need to create a Security Envelope or Zip file requiring a password to open.
3. Email PDF file (or Security Envelope) to [FIN-SMB-VdrMaintTeam@uscg.mil](mailto:FIN-SMB-VdrMaintTeam@uscg.mil)  
Subject: EFT/ACH Form (Last name).
4. Email the **password** to [FIN-SMB-VdrMaintTeam@uscg.mil](mailto:FIN-SMB-VdrMaintTeam@uscg.mil)  
Subject: Additional Information (Last name).

Note: Two emails are required. The **password protected** PDF (or Security Envelope or Zip file) and the **password** must be sent separately. Include your last name in the subject line of both emails.