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DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2025-048

To: All Line Agencies & Department Heads
All GovGuam Vendors & Public

From: Director of Administration

Subject: Update Vendor Payments to ACH

Buenas yan Hafa Adai!

The Department of Administration is implementing a paperless payment method. This initiative is to improve efficiency, security, and timeliness of payments. This process is also mandated by the federal government for their vendors.

Effective December 1, 2025 DOA will only issue vendor payments via Electronic Funds Transfer (EFT) or Automated Clearing House (ACH) direct deposit. All vendors currently set up to receive payments by paper check must update their payment method to ACH in order to avoid delays.

Action Required: Submit the following requirements

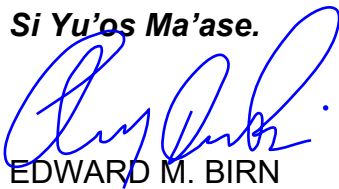
- Existing vendors receiving payment by check:
 1. Updated vendor form with bank details
 2. Voided check / bank certification (must show full routing number & bank account)
- All new vendors doing business with GovGuam:
 1. Completed vendor form with bank details
 2. W9 form
 3. Current Business License (if applicable)
 4. Photo ID of signatory on vendor form
 5. Voided check / bank certification (must show full routing number & bank account)
 6. Contact information - phone number and email address

Completed forms should be submitted ASAP to vendor.info@doa.guam.gov. Failure to update payment information may result in delayed payments until ACH enrollment is completed.

It is recognized that there may be exceptions required, such as joint checks or payments legally required to be paid by check. Please send such requests to Michael Cabral, as indicated below.

We appreciate your cooperation in this transition. For assistance or inquiries, please contact: Michael Cabral at 671-475-1144 or michael.cabral@doa.guam.gov.

Si Yu'os Ma'ase.



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