Customer Deposit Account (CDA)

Contents

Use and Setup Requirements of Customer Deposit Accounts (CDA)

The Customer Deposit Accounts (CDA) are for customers filing documents online who prefer to pay using a prepaid account versus a charge card or mailing a check. The system stores the payee information, the customer IDs, and the emails of who can access the account.

Only predetermined Pennsylvania DOS Staff can set up a Customer Deposit Account. After the account is added to the system, the customer can use the portal to make deposits to their CDA account.

The Customer must have a PA login and provide Pennsylvania a required $500 deposit to establish a new CDA. The person requesting the CDA must:

- Submit the information on Company letterhead
- Show the Contact person information (name, email address, address, contact telephone number).
- If known, include the name and email address of individuals who are authorized to use the account. This information can be sent after the account is set-up
- Enclose a $500 payment
- Mail to DOS or drop it off at the office counter

A PA DOS staff member will notify the requester when the account is set up and ready to use.

Closing or Inactivating a Customer Deposit Account (CDA) Record

Should the holder of a Customer Deposit Account ever want to close or inactivate the account, notify the DOS and they will discuss with the account owner the required process.

Customer Adding Money to a Customer Deposit Account via Portal

When a customer needs to add money to an account this can be done using the Pennsylvania Department of State Portal. The customer must be logged into the Pennsylvania Department of State portal using their assigned customer login.

To begin, select the **customer ID[1]** from the top right of the page, and select **My Account[2]**.
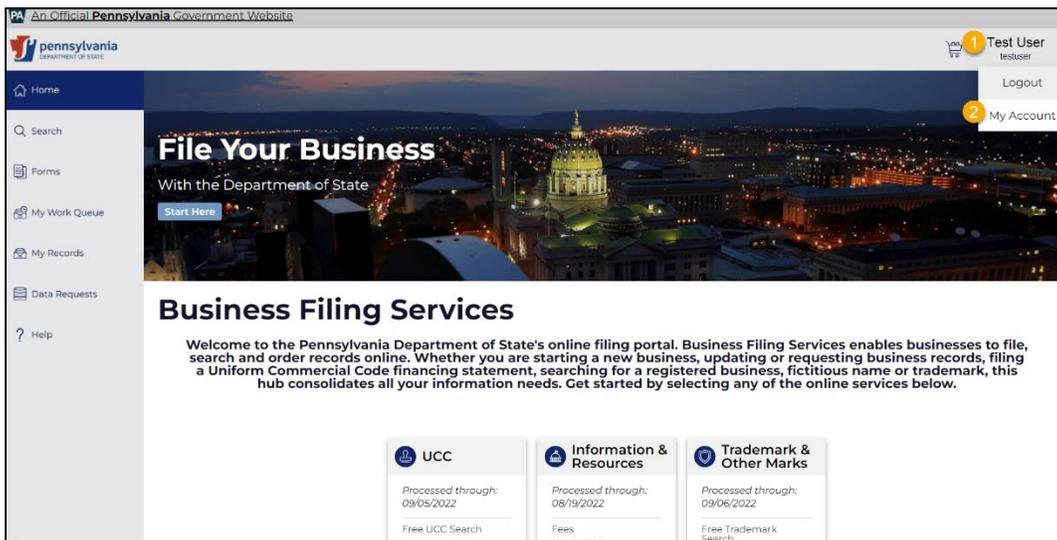
The **My Account** screen shows the Customer Deposit information including the current **account balance[1]**, customer contact, and the functions available which are:

- **Download[2]** statements to retrieve a monthly statement
- **Edit Address[3]** to update the account address.
- **Add Funds[4]** to add money to the balance in the account. The funds are added to the CDA via ACH using the Payeezy interface.
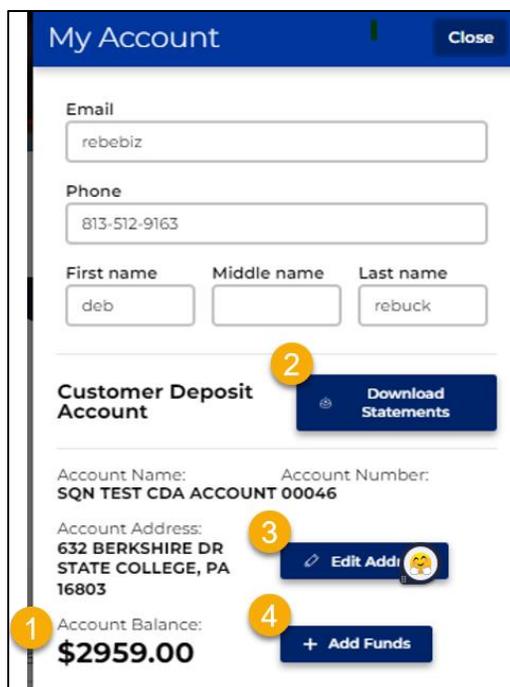
Customer Add Money to CDA Via Portal

Users can add money to the **Customer Deposit Account** by selecting **Add Funds**[1]. Next, enter a **Custom Amount**[2]. When finished, select **Add Funds**[3].

The payment cart will appear showing the deposit to the Customer Account1, and the amount2 added to the account. Users should verify the deposit account, and total amount, then select Pay with ACH3. *Note, that only ACH is available when adding funds to the Customer Deposit Account via the portal. Telecheck is the vendor used to enter the payment check information.*

tecuity™

Entering Payment via Telecheck

The Telecheck application is used to load Customer Deposit Account funds when using a check. Users should verify the **deposit amount**[1] and enter the check payment **details**[2]. When finished, select **Proceed to Consent Page**[3] *Note, the check can be either a business or personal check. Entering the check number and ID Details is optional.*

Next, review the user can review the order and **Click to Agree¹** to the terms. Select **Pay With Your Check²** to finish.

Customer Deposit Account Receipts

After the payment is successfully processed a receipt is generated. Users can download the receipt by selecting **Download Receipt[1]**. A **pop-up[2]** will appear showing the downloaded receipt file available. By selecting **Open file[3]** users can view, save, or print the receipt.
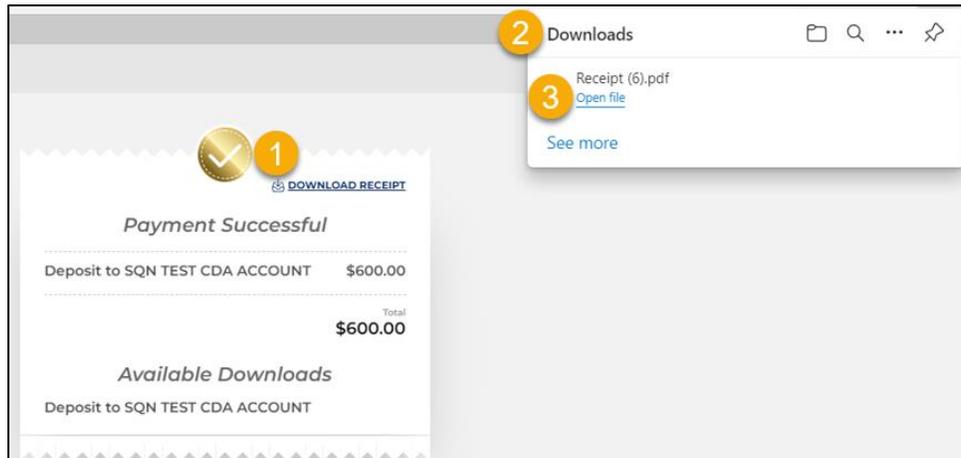
Below is an example of a receipt. The receipt shows:

- **Receipt date[1]** – Date payment received
- **Receipt No[2]** – Payment receipt number
- **Receipt Item[3]** – Deposit or Payment detail lines
- **Description[4]** – Customer Deposit Account funds deposited
- **Check/Ref#[5]** - Check or reference number to track the transaction
- **Amount[6]** – Dollar amount debited and credited for the transaction

![tecuity logo]

Verifying Customer Deposit Account Balance

By viewing **My Account**, customers can **Download Statements1**, **Edit Address2** on file, and verify the **Account Balance3**.

Customer Monthly Statements Portal Download

Customers can generate and download the CDA monthly transaction detail. To begin, select **Download Statements[1]**. Next, choose a month from the **drop-down[2]** menu, and select **Download[3]**. *Note, the current month is not available until after the last day of the month.*

After downloading customers can View, Save, or Print the statement. Below is an example of the Account Activity a customer would receive.

Pennsylvania Department of State
Bureau of Corporations and Charitable Organizations
PO Box 8722 | Harrisburg, PA 17105-8722
T: 717.787.1057
dos.pa.gov/BusinessCharities

SQN TEST CDA ACCOUNT   08/19/2022
632 BERKSHIRE DR   Account No.   00046
STATE COLLEGE, PA 16803

Account Activity
For Activity Between 5/1/2022 12:00:00 AM and 5/31/2022 11:59:59 PM

Account Summary

Beginning Balance:	$0.00
Total Charges:	-$2,071.00
Total Deposits:	$2,100.00
Ending Balance:	$29.00

Account Activity

Date	Document No.	Description	Receipt No.	Amount
05/03/2022	0003522106	Expedite Same Day	000199938	-$100.00
05/13/2022	0003522250	Expedite Same Day	000200080	-$100.00
05/10/2022	0000027745	Trademark Registration	000200028	-$50.00
05/12/2022	0000027750	Trademark Registration	000200066	-$50.00
05/09/2022	20220509000072	UCC - 20220509000072	000200010	-$84.00
05/09/2022	20220509000073	UCC - 20220509000073	000200011	-$84.00
05/13/2022	20220513000076	UCC - 20220513000076	000200070	-$84.00
05/13/2022	20220513000077	UCC - 20220513000077	000200071	-$84.00
05/18/2022	20220518020224	UCC - 20220518020224	000201976	-$84.00
05/18/2022	20220518020224	UCC - 20220518020224	000201976	-$84.00
05/16/2022	20220516020222	UCC11 Information Request - 20220516020222	000201973	-$12.00
05/16/2022	20220516020223	UCC11 Information Request - 20220516020223	000201974	-$12.00
05/17/2022	20220517020223	UCC11 Information Request - 20220517020223	000201970	-$12.00
05/20/2022	20220520020229	UCC11 Information Request - 20220520020229	000202039	-$12.00
05/16/2022	20220516020222	UCC11 Certification - 20220516020222	000201973	-$28.00
05/16/2022	20220516020223	UCC11 Certification - 20220516020223	000201974	-$28.00

Page 1 of 2

Date	Document No.	Description	Receipt No.	Amount
05/17/2022	20220517020223	UCC11 Certification - 20220517020223	000201970	-$28.00
05/20/2022	20220520020229	UCC11 Certification - 20220520020229	000202039	-$28.00
05/10/2022	0000027743	Insignia or Marked Articles Registration	000200025	-$70.00
05/10/2022	0000027744	Insignia or Marked Articles Registration	000200026	-$70.00
05/12/2022	0000027749	Insignia or Marked Articles Registration	000200065	-$70.00
05/13/2022	0000027751	Insignia or Marked Articles Registration	000200072	-$70.00
05/13/2022	0000027752	Insignia or Marked Articles Registration	000200074	-$70.00
05/18/2022	0000027988	Three oval circles with a blue background and havi	000201998	-$70.00
05/16/2022	0000027969	Insignia or Marked Articles Amendment	000201965	-$70.00
05/16/2022	0000027971	Insignia or Marked Articles Amendment	000201967	-$70.00
05/20/2022	0000027996	marketing logos used for paper materials and marke	000202047	-$70.00
05/23/2022	0000028000	two blue and white coloring with animal paw prints	000202075	-$70.00
05/03/2022	0003522106	DR ONYX AND DHARMA, LLLP	000199938	-$125.00
05/03/2022	0003522102	dr restricter mind, llc	000199936	-$125.00
05/13/2022	0003522250	RE AUTH ONYX AND DHARMA, LTD	000200080	-$70.00
05/03/2022	0003522106	Veteran Fee Waiver	000199938	$125.00
05/12/2022	0003522237	RE BIZ TRUST TEST	000200060	-$125.00
05/16/2022	20220516020223	UCC11 Info Request Copies - 20220516020223	000201974	-$3.00
05/20/2022	20220520020229	UCC11 Info Request Copies - 20220520020229	000202039	-$84.00

			Total New Charges:	-$2,071.00

Deposits

Date	Payment No.	Description	Receipt	Amount
05/03/2022	00046	Deposit to Account	000199925	$1,000.00
05/03/2022	00046	Deposit to Account	000199945	$100.00
05/06/2022	00046	Deposit to Account	000199967	$1,000.00

			Total Payments:	$2,100.00