

**County of Sonoma  
Auditor-Controller Treasurer-Tax Collector's Office**



**ACH VENDOR/PAYEE PAYMENT ENROLLMENT FORM**

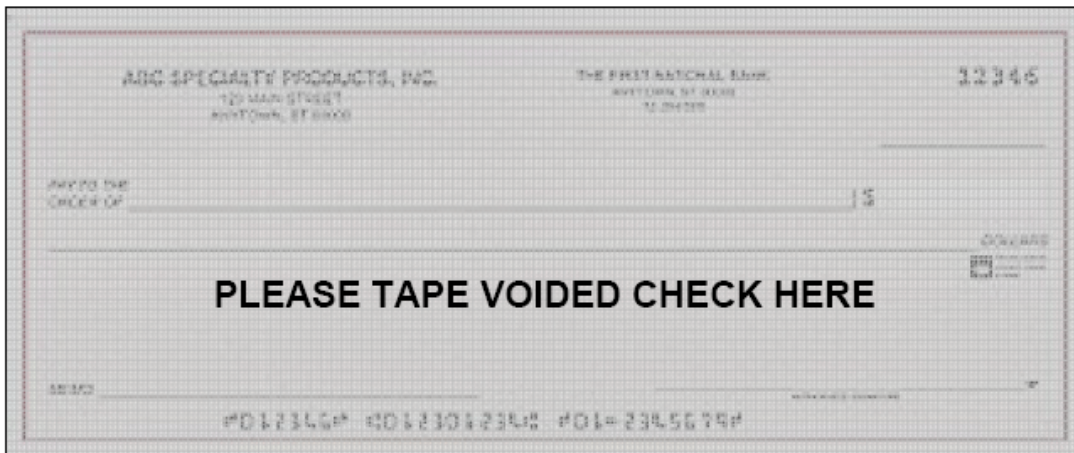
Employee       Vendor

<b>AUDITOR-CONTROLLER TREASURER-TAX COLLECTOR DEPARTMENT</b> 585 Fiscal Drive, Suite 101F • Santa Rosa, CA 95403-2819	
Contact Person: <a href="#">Marybeth Compton</a>	Phone: (707) 565-3281    Fax: (707) 565-2702

PAYEE INFORMATION	
NAME (REQUIRED)	VENDOR NUMBER (ACTTC TO ASSIGN)
EMAIL ADDRESS (REQUIRED)	SSN OR FEIN (REQUIRED FOR VENDORS ONLY)
TELEPHONE NUMBER (REQUIRED) (       )	REQUESTING DEPARTMENT OR DISTRICT (REQUIRED)
Select One: <input type="checkbox"/> Initial Setup <input type="checkbox"/> Change of Account Info <input type="checkbox"/> Discontinue Direct Deposit	

FINANCIAL INSTITUTION INFORMATION	
BANK NAME	BANK ADDRESS
Account type: Must be checking account.	

AUTHORIZATION	
I authorize you and the financial institution listed above to deposit my payment automatically to my checking account each time a payment is made and, if necessary, to adjust or reverse a deposit for any entry made to my account in error. This authorization will remain in effect until I have cancelled it in writing and in such time as to afford you a reasonable opportunity to act upon it. I will notify you immediately of any changes made to my checking account.	
SIGNATURE	DATE:
<b>Copy of voided check is required.</b>	



ATTENTION
This information will be used by the Sonoma County Auditor-Controller Treasurer-Tax Collector Clerk to transmit payment data by electronic means to vendor's financial institution.

## ACH VENDOR/PAYEE PAYMENT ENROLLMENT FORM

Please read the following to clarify how the Direct Deposit form works when initiating direct deposit, discontinuing direct deposit, or when the vendor closes their account and does not inform the Auditor-Controller Treasurer-Tax Collector (ACTTC) department.

This form can perform two functions; it will initiate a new direct deposit, and discontinue an existing direct deposit. Anytime a vendor wants to change their existing direct deposit, select the **INITIAL SET UP**, **CHANGE OF ACCOUNT INFO** or **DISCONTINUE DIRECT DEPOSIT** boxes.

When a direct deposit is initiated, the system will perform a test run for the first payment issued following the processing of the form. If the information provided on the form is accurate, the funds for the next vendor payment will be deposited directly into the designated account.

The only time the **DISCONTINUE** check box should be used on this form is if the vendor wants to receive live checks instead of having funds directly deposited into the bank. The form will discontinue direct deposit for the vendor after the form has been received and processed.

If at some future time the vendor closes their account and does not inform the ACTTC department, a delay can result in recovering the funds.

### Out-of-State Authorization Only:

When depositing to out-of-state banks, there is occasionally a delay in the transmittal and receipt of the funds by the receiving bank. This delay may be for several days and the ACTTC department cannot guarantee what day the funds will be available. The ACTTC department processes all direct deposits in the same manner and makes every effort to ensure funds are available as soon as possible. However, much of the process is not within the ACTTC department's control. The ACTTC department recommends that direct deposit be set up only to banks within the state of California. The ACTTC department is happy to accommodate vendors with out-of-state financial institutions provided the vendor is aware of the possible delays.

**Note: A copy of a voided check for ACH enrollment is required.**

The diagram shows a check with the following details:

- Account Holder Name:** Jane Q. Smith, 112 NW Glastonbury Rd, Portland, Oregon 97200
- Check #:** 1001
- Bank Routing Number:** 184002763
- Checking Account Number:** 14570720
- Check Number:** 1001

Callouts provide the following instructions:

- The Routing Number appears between these symbols.** (Points to the symbols around the routing number)
- The Account Number appears before this symbol** (Points to the symbol before the account number)
- Sometimes the check number appears between the routing and account numbers. DO NOT INCLUDE IT** (Points to the check number 1001)