



COUNTY OF SAN LUIS OBISPO
AUDITOR • CONTROLLER • TREASURER • TAX COLLECTOR
 POST OFFICE BOX 1149
 SAN LUIS OBISPO, CA 93406-1149
 (805) 781-5831 • FAX (805) 781-5362
<http://sloacttc.com>

JAMES P. ERB, CPA
 Auditor-Controller
 Treasurer-Tax Collector

James W. Hamilton, CPA
 Assistant

ELECTRONIC PAYMENT REGISTRATION FOR EMPLOYEES

Thank you for your interest in receiving ACH (electronic) payments from San Luis Obispo County. By registering for electronic payments, you authorize us to pay your employee reimbursements by initiating direct deposit entries to your checking or savings account. This authorizes us to make deposits only (not withdrawals). You may revoke your direct deposit authorization at any time by providing written notification to us at the address below:

James P. Erb, ACTTC
 Accounts Payable Division
 PO Box 1149
 San Luis Obispo, CA 93406-1149

Please complete this form, attach a voided check and return it to us through inter-office mail. **PRINT CLEARLY:**

Direct Deposit

Please provide your bank's ABA number and the number of the checking or savings account to which we should deposit payments. **Please note: you must attach a voided or copied check below!** For a savings account, contact your bank to obtain the correct ABA routing number. You should also verify with your bank that their institution is a member of the Automated Clearing House.

Bank Name & Branch Location _____

Bank ABA Routing Number _____

Account Number (include dashes) _____

This Account is Checking Savings

Remittance

To receive remittance information when a deposit is made to your account, please provide your email address below. If you do not provide an email address payments will still be deposited into your account, but you will not be notified. In all cases payments will appear on your monthly bank statement.

E-mail address _____

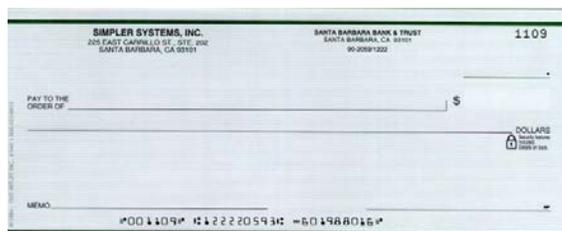
Authorization

Name (Print) _____ Department _____

Phone # _____ Employee Number _____

Date _____ Signature _____

Sample Check



Direct Deposit information can be found on the bottom of one of your checks. Use this sample as a guide to find your information. In the sample, the ABA# is 122220593 and the account # is 601988016.

The Bank ABA or routing number will be 9 digits.

Include any dashes (-) in your bank account number.

Bank ABA #

Account #

⑆ 122220593 ⑆ ⑆ 601988016 ⑆

ATTACH VOIDED CHECK HERE