



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 VENDORS

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 invoices 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

To register for ACH payments, complete this form and return it to us at the address listed above. **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. 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 _____ Company _____

Title _____ Fed ID # _____

Phone # _____

Date _____ Signature _____

Sample Check

ATTACH VOIDED CHECK HERE



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 #

⑆ 1 2 2 2 2 0 5 9 3 ⑆ ⑈ 6 0 1 9 8 8 0 1 6 ⑈



Frequently Asked Questions

What is ACH/Electronic Payment?

Electronic payments (ACH) enable us to deposit vendor payments or employee reimbursements directly into your bank account instead of issuing a traditional paper warrant or check. We can also send you an email alerting you to the forthcoming deposit in your account.

Why use it?

You benefit by receiving funds in your bank account quickly, without the hassle of waiting to receive (or pick up) a check and then taking it to the bank. In addition, the email notification can be sent to any email address you designate – to the appropriate person's account in your organization, to the one you check when you're out of town, or maybe to the one most convenient to you when you balance your checkbook!

Does it cost anything?

No.

How do Electronic Payments (ACH) work?

Electronic payments are made via the secure, reliable Automated Clearing House (ACH) network. When Accounts Payable approves your claim for payment, our system will initiate the transfer of funds, and the payment should be posted to your account the next day. For employees, if you have "direct-deposit" of your County of SLO paycheck then you are already receiving ACH payments.

How do I know if I can receive ACH payments?

Most financial institutions participate in the greater ACH network today. However, some small institutions or special-service institutions may not be members of this network. If in doubt, contact the customer service department at your institution and ask if they are "a member of the Automated Clearing House."

Where do I look for the ABA routing number on a savings account?

For an account that does not have check stock, contact your bank and ask them for the ABA routing number.

What is the ABA number?

The ABA routing number is assigned by the American Bankers Association. It includes a Federal Reserve routing code and an institution-specific identifier that together serve as the "address" for a given financial institution.

Do I have to do anything different when I submit my invoices or claims for payment?

No. That process remains the same. When you give us the completed registration form authorizing the County of San Luis Obispo to issue payment directly to your account, we will enroll you in the ACH program. All payments will automatically go to your bank account without any further effort on your part.



- Continued -

What happens if my bank account changes?

You are responsible for notifying us if you close your bank account or want to designate a different account for automatic deposits. We can then remove you from the ACH program, or you may provide us with your new bank account and routing information. Either way, be sure to contact us or your payment may be delayed!

What if I do not have an email account?

You can still receive automatic deposits if you do not provide us with an email address, but you will *not* receive notification or details about the payment. However, in all cases the payment total will appear on your monthly bank statement.

What if I get an email notification but no payment?

Check the "posting date" listed on the payment notification email. The posting date is the date our payment is scheduled to be transferred to your bank. Generally the email will arrive the day BEFORE the deposit. There is no guaranteed posting time at the bank, and it is possible that your bank could post later than normal on any given day. If you are still waiting for our payment on the day after the listed posting date, please contact our Accounts Payable department. Have your bank account information handy so we can confirm the routing number and account number on record. Remember, if your bank account information has changed, you need to notify us!

Can I stop the electronic payment service?

Yes. You can stop the electronic payments at any time by providing written notice to us. Please contact Accounts Payable at the time to alert them to the change.

Why do you ask for a voided check?

We want every transfer to go smoothly – even the first. By providing a voided check, you enable us to verify the accuracy of the routing and account numbers. It is easy to misread or transpose numbers, yet either of these simple mistakes could delay our initial payment transfer to you. We don't want that to happen, so we ask for the source documents.

I want to continue receiving a paper warrant – what do I do?

Nothing! You are welcome to continue receiving your payments from the County of San Luis Obispo on paper warrants at this time. We will only establish the automatic payment setup when you authorize us to do so.

For Employee Reimbursements:

Can I designate multiple accounts the way I do for payroll deposits?

No, the ACH electronic payment you receive must all go to one account. However, you may designate which checking or savings account receives this deposit. The account you identify does not have to be the same account as your primary payroll deposit account.