**LOS ANGELES UNIFIED SCHOOL DISTRICT**

**Accounting and Disbursements Division**

**ELECTRONIC FUNDS TRANSFER (EFT) PAYMENT ENROLLEMENT FORM**

**INSTRUCTIONS FOR FILLING OUT THE FORM**

**Field Requirements:**

|  |  |
| --- | --- |
| **Section I – Check appropriate box (es):**  (New EFT Account, Change, or Delete) | |
| **Section II – Payee/Cost Center Information:** | |
| **Name of Payee/Cost Center** | Name of LAUSD school or office. |
| **LAUSD Vendor Code** | 10-digit SAP Vendor Account (e.g. 4XXXXXXXXX) |
| **Address** | Address of school or office. |
| **Federal Employer Identification Number (FEIN)** | LAUSD’s FEIN is 95-6001908. |
| **Name of Contact Person** | Name of school/office staff designated as main contact person for EFT account (e.g. Principal, School Administrative Assistant or Financial Manager) |
| **Authorized Signature** | LAUSD Administrator’s signature |
| **Title** | Title of LAUSD Administrator |
| **Section III – Financial Institution Information:** | |
| **Name of Financial Institution** | Name of bank that school established an Imprest bank account with (e.g. Bank of America) |
| **Address** | Address of associated bank. |
| **Name of ACH Coordinator** | Name of bank contact person responsible for ACH account (optional). |
| **Routing Transit Number (RTN)** | A 9-digit bank code that appears on the bottom of the check. |
| **Type(s) of Account** | Checking account only. |
| **Depositor Account Number** | Imprest bank account number. |
| **Section IV – Local Educational Agency Information:** | |
| **Name of Agency** | Los Angeles Unified School District |
| **Address of Agency** | 333 S. Beaudry Avenue, Los Angeles, CA 90017 |
| **FEIN** | 95-6001908 |
| **Name of Contact Person** | Leave blank |

**Checklist:**

* Email the completed and signed EFT Payment Enrollment Form and a voided check to Accounts Payable to [accounts-payable@lausd.net](mailto:accounts-payable@lausd.net). Deposit slip is not acceptable.
* If a voided check is not available, submit a letter from the bank with bank official signature, confirmation of bank account, and routing number.
* An amount not exceeding $0.40 will automatically be charged to the school/office’s general supply account for test remittance purposes.
* If a different funding source is preferred, please write it on the bottom of the EFT Enrollment Form.