



Electronic Funds Transfer (EFT) Payment Enrollment Form

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment related information processed through the BEST Advantage Financial System (FIN) by the Los Angeles County Office of Education. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

PRIVACY ACT STATEMENT

The following information is provided to comply with Privacy Act of 1974. All information collected on this form is required under the provision of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Los Angeles County Office of Education to transmit payment data, by electronic file transfer to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

ACCOUNT VALIDATION

For the purpose of EFT payments, vendors are requested to ensure the account specified on this enrollment form remains active. Vendors shall notify the appropriate party(s) for any changes related to the ability of the specified account to receive ACH payment.

- Vendors complete Sections I and II.
• Financial Institutions complete Section III.
• Local Educational Agencies complete Section IV.

Section I - Please check appropriate box(es).

Form with three checkboxes: New EFT Account, Change in Bank Account or Mailing Address or Contact, Delete EFT Account

Section II

PAYEE/COMPANY INFORMATION

Form for Payee/Company Information including fields for Name, Address, Contact Person, Signature, and Telephone Number.

Section III

FINANCIAL INSTITUTION INFORMATION

Form for Financial Institution Information including fields for Name, Address, ACH Coordinator, Routing Transit Number, and Account Type.

**Section IV**

LOCAL EDUCATIONAL AGENCY INFORMATION		
NAME OF AGENCY	FEIN	
ADDRESS OF AGENCY (NUMBER, STREET, CITY, STATE, AND ZIP CODE)		
NAME OF CONTACT PERSON	FAX NUMBER ( )	TELEPHONE NUMBER ( )

**INSTRUCTIONS FOR COMPLETING ENROLLMENT FORM**

**1. Section I - Desired Activity**

Payee checks the box indicating the desired action, e.g. **ADD, MODIFY, or DELETE**

**2. Section II - Payee/Company Information Section**

Payee prints or types the name of the payee/company and address that will receive ACH vendor payments, Federal Employer ID (FEIN), designated contact person and assigned telephone number.

**3. Section III - Financial Institution Information Section**

Financial institution prints or types the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title and account number. The financial institution also enters type of account to be used, e.g. checking or savings into the appropriate box.

Footnote - A voided check or savings deposit slip may be required by the Local Educational Agency for the verification of bank account and routing transit numbers. An example of a voided check, shown below, indicates where to locate the routing transit number for your bank and your bank account number. Remember to mark the word "VOID" across the front of your check or savings deposit slip.

ABC Business	1001	
Address	_____, 20____	
Pay to the Order of _____	\$ _____	
_____	DOLLARS	
Any Bank	<b>VOID</b>	
Memo: _____	<u>Not Negotiable</u>	
(1) 1:133404567	(2) 1:1234561304 111	(3) 1001

(1) 9-digit Routing Transit Number

(2) Bank Account Number (not to exceed 17 digits)

(3) Check number

**4. Section IV - Local Educational Agency Information Section**

Local Educational Agency types or prints name and address of the agency and provides contact information.