



**ACTTC PAYROLL ACH THIRD PARTY PAYMENT ENROLLMENT FORM**

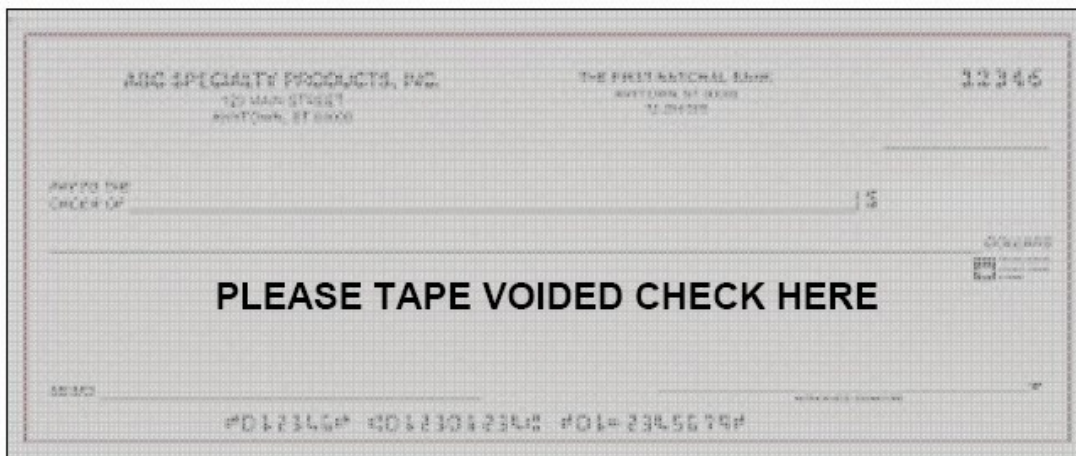
Select One:	Initial Setup	Change of Account Info	Discontinue ACH
<b>AUDITOR-CONTROLLER TREASURER-TAX COLLECTOR DEPARTMENT</b> 585 Fiscal Drive, Suite 100 • Santa Rosa, CA 95403-2819			
Contact: ACTTC Payroll Division		Email: <a href="mailto:ActtcPayrollDivision@sonoma-county.org">ActtcPayrollDivision@sonoma-county.org</a>	

PAYEE INFORMATION	
NAME (REQUIRED):	(      )
EMAIL ADDRESS (REQUIRED):	TELEPHONE NUMBER (REQUIRED):

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

AUTHORIZATION	
<p>I authorize you and the financial institution listed above to use the Automated Clearing House (ACH) process to send my payment to my checking account each time a payment is made and, if necessary, to adjust or reverse an ACH 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.</p>	
SIGNATURE:	DATE:

**A copy of a voided check or a letter from your bank *is required***



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

## ACTTC PAYROLL ACH THIRD PARTY PAYMENT ENROLLMENT FORM

Please read the following to clarify how the ACH form works when initiating ACH payment, discontinuing ACH payment, or when the third party closes their account and does not inform the Auditor- Controller Treasurer-Tax Collector (ACTTC) Payroll Division.

This form can perform three functions; it will initiate a new ACH account (**INITIAL SET UP**), change an existing ACH account (**CHANGE OF ACCOUNT INFO**) or discontinue an existing ACH payment (**DISCONTINUE ACH**).

When an ACH is initiated, the system will perform a test run following the processing of the form. If the information provided on the form is accurate, the funds for the next third party payment will be transmitted by ACH into the designated account.

The only time the **DISCONTINUE ACH** check box should be used on this form is if the third party wants to receive live checks instead of having payments ACH into the bank. The form will discontinue ACH payments for the third party after the form has been received and processed.

If at some future time the third party closes their account and does not inform the ACTTC Payroll Division, a delay can result in recovering the funds. **Notification of closed or changed account information must be received one week prior to the pay date.**

### Out-of-State Authorization Only:

When ACH transmits 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 Payroll Division cannot guarantee what day the funds will be available. The ACTTC Payroll Division processes all ACH payments 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 Payroll Division's control. The ACTTC Payroll Division recommends that ACH be set up only to banks within the state of California. The ACTTC Payroll Division is happy to accommodate third parties with out-of-state financial institutions provided the third party is aware of the possible delays.

**Note: A copy of a voided check or a letter from your bank for ACH enrollment is required.**

The diagram illustrates a check with callouts explaining ACH enrollment requirements. The check is for Jane Q. Smith, 433 NW Gladstone St, Portland, Oregon 97200, with check number 1001. The routing number is 184002763 and the account number is 14570720. The callouts are:

- Account Holder Name:** Points to the name and address on the check.
- The Routing Number appears between these symbols:** Points to the symbols "⑈" and "⑆" flanking the routing number.
- The Account Number appears before this symbol:** Points to the symbol "⑆" flanking the account number.
- Sometimes the check number appears between the routing and account numbers. DO NOT INCLUDE IT:** Points to the check number "1001" appearing between the routing and account numbers.