



COUNTY OF DEL NORTE
 Office of the Auditor – Controller
 981 H Street Suite 140
 Crescent City, CA 95531
 (707) 464-7202

**ELECTRONIC PAYMENT
 REGISTRATION
 (FOR VENDORS)**

Thank you for your interest in receiving ACH (electronic) payments from Del Norte 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 above.

Please complete this form and return it to us at the address listed above. PLEASE PRINT CLEARLY:

Direct Deposit

1

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 check below or use the sample check at the bottom of this form to locate the routing information on the MICR line of your check. 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

2

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

3

Name _____ **Company** _____

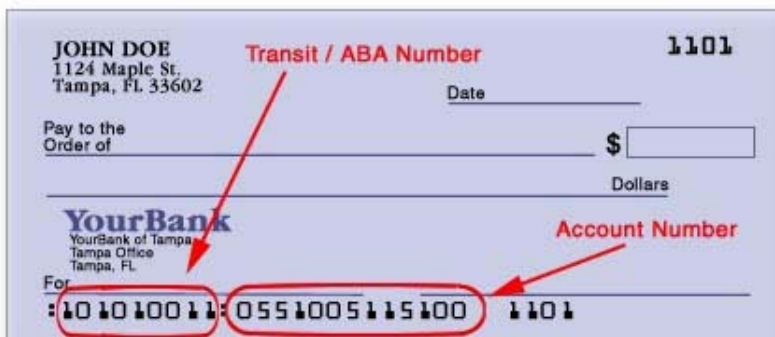
Title _____ **Fed ID #** _____

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 101010011 and the account # is 0551005115100.

- The Bank ABA or routing number will be 9 digits.
- Include any dashes (-) in your bank account number.