



VENDOR DIRECT DEPOSIT AGREEMENT FORM INSTRUCTIONS

Purpose of Form

This form will register your organization for automated electronic payments. Instead of creating a paper warrant, the County will make direct deposits to your organization's designated checking account (saving accounts cannot be used). Please note that the e-mailed payment information (remittance advice) will be sent out separately from the electronic payment and in most instances will arrive ahead of the direct deposit.

Effective Aug. 1, 2007, vendors who have new or amended County contracts are required to accept all payments from the County via electronic funds transfer (EFT).

For direct deposits from the County of San Bernardino, your organization or the person authorized by your organization must have an e-mail address where remittance advice information will be sent. County contractors must maintain continued enrollment in order to remain eligible. Vendors without contracts may cancel direct deposit authorization at any time by providing written notification to the County at the address below.

Auditor-Controller/Treasurer/Tax Collector's Office
Accounts Payable
268 Hospitality Lane, 4th Floor
San Bernardino, CA 92415-0018

Instructions for Vendor Direct Deposit Agreement (form on previous page)

1. Enter the e-mail address where remittance advice information can be sent. Organizations receiving automated payments from San Bernardino County must have an e-mail address.
2. Fill in requested information (i.e. correct billing address, federal tax identification number, and banking data). The financial institution's ABA or routing number can be found on the bottom left section of your checks between these symbols Ψ : ____ - ____ Ψ : The bank account number can normally be found at the bottom of checks in the section on the right.
3. Enter the name and telephone number of someone in your organization that the County can call if we have questions about the information contained on the Direct Deposit Agreement form.
4. Tape a voided (original preprinted bank) check on the account listed in the space provided. If one cannot be provided, banking information must be substantiated on the vendor's letterhead, signed by an individual of appropriate authority.
5. Complete the authorization section. A person authorized by the organization to approve deposits (credits), and/or corrections to the previous credits for the listed account must sign the "Vendor Direct Deposit Agreement" before direct deposits may begin.
6. Return the form (signed original) to the San Bernardino County Auditor-Controller/Treasurer/Tax Collector's Office Accounts Payable section at the address above.

Please inform the County of any changes in your banking information or e-mail address. Updates are essential to ensuring timely deposits and e-mail notifications.

If you have any questions about this form or our direct deposit system, please call us at 909-382-3139.