



## **INSTRUCTIONS FOR LOCAL JURISDICTIONS FOR COMPLETING THE EFT AUTHORIZATION AGREEMENT FORM**

### **GENERAL**

- Read this agreement carefully, and if you have questions call 916-324-1386.
- Please type or print clearly.
- Check one action box and one tax program box. Your jurisdiction's tax program can be found on the title line of the remittance advice received from the State Controller's Office.
- Complete all information blocks.

### **SECTION I**

- Your jurisdiction's tax area code can be found on the remittance advice immediately above the word "Payee."
- A contact person and telephone number **are required** to process your authorization agreement.

### **SECTION II**

- The "Transit Routing Number" (nine digits) typically can be found in the bottom left-hand corner of your check.
- Please indicate the type of account. (Checking or Savings)
- Be sure to include a voided check or bank confirmation with your authorization agreement.

### **ADDITIONAL INFORMATION**

- **Changing EFT Bank Account**
  - **IMPORTANT: DO NOT CLOSE YOUR OLD ACCOUNT UNTIL THE FIRST EFT PAYMENT IS DEPOSITED INTO THE NEWLY DESIGNATED ACCOUNT.**
  - This agreement will remain in effect until the BOE is notified in writing that you wish to redesignate your account and/or your financial institution, or that you wish to cancel EFT service.
  - To redesignate, please submit a new EFT Authorization Agreement for Local Jurisdictions. Be sure to check the correct action box on the front of the form, and provide the correct new information.
  - The first deposit into a new account should be made within 60 days from the BOE's receipt of the completed EFT Authorization Agreement.
  - In the interim between the closing of the old account and opening of the new account, you may receive a warrant via U.S. Mail.
- **Canceling EFT Service**
  - To cancel EFT service, submit a new EFT Authorization Agreement for Local Jurisdictions, and check the "CANCEL EFT" box. Be sure to complete all information blocks.
- **EFT Direct Deposit Posting Dates**
  - Funds will be deposited on the "Warrant Issue Date" as shown on the BOE's Allocation Calendar. Calendars can be found in Publication 28, *Tax Information for City and County Officials*, downloaded from the BOE's website at [www.boe.ca.gov/pdf/pub28.pdf](http://www.boe.ca.gov/pdf/pub28.pdf) (see exhibits), or requested from the Local Revenue Allocation Unit at 916-324-3000.
  - Most financial institutions post funds to accounts at the beginning of the bank business day; however, you should confirm your particular bank's practice to determine when funds will be available.