

## **Sign Up for Direct Deposit!!**

In an effort to reduce the county's cost in processing warrants, we are encouraging vendors with County of Kern to consider direct deposit for all of your accounts payable transactions.

The ACH form includes a box for your company's e-mail address. By providing this email address, you will receive invoice and payment information that will match the ACH transaction credited to your account the next business day.

Attached is a Direct Deposit Enrollment Form. Please complete the following directions below:

- Complete the form in its entirety, making sure routing number and account numbers are correctly entered. Provide a copy of the vendor's bank letter detailing your account information AND a voided check or deposit slip.
- Mail or deliver directly to: Kern County Auditor-Controller, 1115 Truxtun Avenue  
2nd Floor Bakersfield, CA 93301, Attn: Accounts Payable
- This form will not be accepted via email or fax, but questions can be sent to **acctspayable@kerncounty.com**.

## **Benefits of Direct Deposit**

What is Direct Deposit? Direct deposit is a safe and easy way to have your money deposited directly into your checking or savings account. When you use direct deposit, you allow a company or organization to electronically transfer money into your bank account.

- It's safe. No more lost, stolen or misplaced checks.
- Direct Deposit is more confidential. There is considerably more security and control with an electronic transaction.
- Direct Deposit uses the same safeguards and security that companies and the government use to transmit money to each other every day.
- Pay is accessible earlier – no waiting for a check to clear.

**Complete the enclosed Enrollment form to start your Direct Deposit today!**

# Kern County ACH Vendor/Payee Payment Enrollment Form

Kern County Information (Return forms to address below)

**Auditor-Controller-County Clerk**

**1115 Truxtun Ave., 2nd Fl.  
Bakersfield, CA 93301**

Contact Person: Accounts Payable

Phone #: (661) 868-3599

**PLEASE RETURN THIS FORM AS SOON AS POSSIBLE**

## PAYEE INFORMATION

NAME & ADDRESS (REQUIRED):

TAXPAYER ID: EIN OR SSN (Required):

EMAIL ADDRESS (REQUIRED):

TELEPHONE NO:

## FINANCIAL INSTITUTION INFORMATION

NAME OF BANK:

ADDRESS OF BANK:

TELEPHONE NUMBER:

NINE-DIGIT ROUTING TRANSIT NUMBER:  
- - - - -

BANK ACCOUNT NUMBER:

BANK ACCOUNT NAME:

ACCOUNT TYPE

Checking

Savings

I authorize you and the financial institution listed above to deposit my payment automatically to my Checking/Savings Account each time a payment is made and, if necessary, to adjust or reverse a deposit for any entry made to my account in error. This authorization will remain in effect until I have canceled it in writing and in such time as to afford you a reasonable opportunity to act on it. I will notify you immediately of any changes made to my Checking/Savings account.

SIGNATURE OF INDIVIDUAL AND TITLE OF AUTHORIZED OFFICIAL:

TELEPHONE NUMBER:

**PLEASE PROVIDE COPY OF VOIDED CHECK**

Attention: *This information will be used by the Kern County Auditor-Controller-County Clerk to transmit payment data by electronic means to vendors financial institution.*

**Note: You must enclose a copy of a voided check for ACH enrollment.**

**Bank Account Name**

A diagram of a check with several fields highlighted in color. A light blue highlight covers the name 'JIMMY SMITH'. A yellow highlight covers the transit number '1231,56789'. A green highlight covers the bank account number. A black dot is placed above the name and another below the bank account number. Lines connect these dots to labels below the check. The check itself has horizontal lines for the name, address, and routing/account numbers.

JIMMY SMITH

1234 NEVADA STREET BAKERSFIELD, CA 93301

| :1231,56789| :

1234501236

**Transit Number**

**Bank Account Number**