

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 going direct deposit for all of your accounts payable transactions.

On the ACH form is a box for your company's e-mail address. By providing us this address, you will be sent 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 following the directions below:

- Please complete the form in its entirety, making sure routing number and account numbers are correctly entered. If applicable, send a copy of a voided check. Do not send a deposit slip, as this does not have the bank information needed.
- Our first choice would be for you to fax us the information. Please fax to: Diana Gerig at (661) 868-3560. Or send it to: Auditor-Controller, 1115 Truxtun Avenue, 2nd Floor, Bakersfield, CA 93301, ATTN: Diana Gerig.

If you have any questions, please call Diana Gerig at (661) 868-3552. Thank you!!!

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. (Did you know that nearly 4 million paychecks nationwide are lost or stolen each year?)
- Direct Deposit is more confidential. Three to nine people at a financial institution handle each check compared to one or two people who handle an ACH transaction (Direct Deposit). 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: Diana Gerig

Phone #: (661) 868-3552 Fax # (661) 868-3560

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

Jimmy Smith 1234
Nevada Street

Bakersfield, CA 93301

1230

1234

123456789 | : 1234501236

Transit Number Bank Account Number