**Electronic Funds Transfer Authorization**

**(via Automated Clearing House)**

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| **SECTION 1. Enrollment Type** | | | |
| *Please select the box that indicates the enrollment action.* | | | |
| New | Change | Certification | Cancel |

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| **SECTION 2. Account Information** | | | | | |
| Name of Individual/Business: | | | | | |
| Name of Financial Institution: | | | | | |
| Branch Number or Name: | | | | | Branch Phone: |
| Financial Institution Address (Number and Street): | | | | | |
| City: | | | State: | | Zip Code: |
| Type of Account: | Checking | Savings | | | |
| Nine-Digit Routing Number: | | | | Depositor Account Number: | |
| Re-enter Routing Number: | | | | Re-enter Account Number: | |

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| **SECTION 3. Authorization** |
| 1. Select the appropriate action:   Authorize direct deposit of payments due the entity named in Section 2  Cancel direct deposit for the entity named in Section 2   1. Provide certification information:   I certify that the entire amounts authorized to be received by this account **are not** subject to be transferred to a foreign bank account. **I acknowledge that if this box is not selected, the Administrative Office of the Courts (AOC) will issue all payments by check only.**  If I transfer money from this account to an offshore bank, I will cancel this authorization and notify the AOC. This authorization remains in full force and effect until the AOC receives written notification from the entity of its termination in such manner as to afford the AOC and financial institution a reasonable opportunity to act on it, or until the AOC terminates the agreement. This authorization and any future notifications must be sent to the address listed in Section 4: |

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| Authorized Signature of Entity Named in Section 1:  **×\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ***Signature*** | Date: |
| E-mail: | Phone: |

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| **SECTION 4. General Instructions** |
| 1. To enroll for direct deposit of payments from the Superior Courts of California or change, certify, or cancel your existing direct deposit, complete sections 1, 2, and 3 of this form. 2. To obtain routing number or account number information, contact your financial institution. 3. Your direct deposit will continue to be deposited into your designated account at your financial institution until the AOC is notified that you wish to re-designate your account and/or your financial institution. To re-designate, complete and submit a new form with the new information. ***Do not close your old account until your first payment is deposited into your newly designated account and/or financial institution.*** 4. Send this authorization and any future notifications to:   **Judicial Council of California – Administrative Office of the Courts**  **Trial Court Administrative Services Division – Attention Vendor Management**  **P.O. Box 981268**  **West Sacramento, CA 95798** |