

## Direct Deposit for County Vendors- Instructions for Enrollment

The Department of Arts and Culture is requesting that all vendors register for the County's Vendor Direct Deposit Program, which would ensure all payments are issued electronically. This program is intended to reduce costs and fraud risks associated with producing paper warrants (checks) and offer a more secure and faster disbursement method.

The BOS Policy 5.005 ("Method of Payment for County Contractors, Vendors and Other Payees") has been implemented to ensure that County payments are disbursed in the most appropriate, efficient, secure, and timely manner possible. It applies to all County contracts and agreements for services, supplies, equipment, and commodities. The default form of payment will be direct deposit, or any other electronic payment method.

### Step 1

#### **Information you will need before registering for direct deposit:**

- An active vendor account and vendor number through County Vendor Services (<https://camisvr.co.la.ca.us/Webven/>)
- Security Number/Taxpayer Identification Number (TIN) – this information must match what is in vendor registration
- Copy of voided check, bank verification letter or first page of bank statement
- Valid email address
- Address(es) to assign with their direct deposit request
  - Once vendor is active for direct deposit for the selected address(es), payments will be processed via direct deposit for those addresses only.
  - It is the vendor's responsibility to review their direct deposit information when requesting address changes. Payments made to the new address will be issued as checks until the vendor assigns a bank account to the new address.

*Please verify that the legal name and address information are accurate in the County vendor profile. Inaccurate information may delay invoice processing and the disbursement of timely payments.*

### Step 2

#### **How to apply for direct deposit (can take up to 30 days to process):**

1. Vendors and payees can complete and submit an online Direct Deposit Authorization Form at <https://directdeposit.lacounty.gov/>.
2. The Auditor-Controller's Disbursements Division will receive the application and review all information.
  - a. If the application is rejected, A-C Disbursements Division will send a Rejection Letter via e-mail to the vendor with the rejection reasons. The vendor can then resubmit the application with the correct information.
  - b. If the Form is approved, A-C Disbursements Division will begin the Prenote Process (Bank Verification Process) with the bank.
3. Prenote Process (process takes approximately 10 to 12 calendar days)
  - a. If the bank rejects the vendor's bank information, A-C Disbursements Division will notify the vendor via email of the rejection. The vendor can then resubmit the Form online with valid bank information.
  - b. If the bank does not reject the vendor's bank information, the vendor's Electronic Fund Transfer (EFT Status) will change to "Eligible."
4. Vendors can check direct deposit status here: [https://directdeposit.lacounty.gov/deposit/\\_partialAppStatus](https://directdeposit.lacounty.gov/deposit/_partialAppStatus).

**Please note that the registration process is managed by the LA County Department of Auditor-Controller. For security reasons, please do not share any personal financial information with the Department of Arts and Culture.**