

INSTRUCTIONS

- Marking Instructions:**
- Use black or blue ink only.
 - Please type or print legibly.

SECTION I

General Information (All information must be completed)

- Business Name** – Enter the business name as registered with EDD.
- Employer Account Number** – Enter the eight-digit state employer account number assigned by the State EDD.
- Business Mailing Address** – Enter the mailing address where EDD correspondence and forms should be sent.
- Business Phone** – Enter daytime business phone number.
- EFT Contact Person** – Enter name, title, phone number, E-MAIL address and FAX number of person authorized to provide EDD staff information that relates to EFT payment or inquiry.

SECTION II

Complete only if you are registering for the ACH Debit method or changing the bank account number that is use for debiting.

Important: You must attach a voided check or bank specification sheet from the account to be debited. Your check is used for verification of the correct bank account and routing transit numbers.

- Bank Name** – Enter the designated bank name.
- Bank Account number** – Enter the bank account number. (not to exceed 17 digits)
- Routing Transit Number** – Enter the nine-digit routing transit number.
- Checking or Savings** – Indicate checking or savings account. Check only one box.
- Bank Change Only** – This information will help ease the registration transition from the old to the new bank account and will decrease the time needed for the processing of your bank account change.

SECTION III

Complete only if you are registering for the ACH Credit method.

SECTION IV

AUTHORIZATION – This section must be completed.

- Signature** – The taxpayer must sign this section to authorize participation in the EFT program.
- Title** – Enter the title of the person who signed the form.
- Date** – Enter the date signed.

Please do not initiate your payment(s) until you receive a confirmation letter from EDD. If you need to make payment(s) immediately, please call (916) 654-9130 for assistance.