



October 3, 2011

Hillsborough County Vendors:

The Hillsborough County Board of County Commissioners offers vendors the option of receiving payments by direct deposit. With direct deposit, payments are made electronically by ACH directly to the vendor's bank account.

Direct deposit is...

- **Quick** – No mail time, funds are immediately available on deposit
- **Convenient** – no cost and no worry about getting to the bank to make a deposit
- **Secure** – no paper checks to handle, it won't get misplaced, lost or stolen
- **Reliable** – tested with a 1¢ deposit before it starts

If you are interested in setting up direct deposit, here is the process:

1. Read the Terms and Conditions.
2. Fill out the Direct Deposit Payment Authorization Form.
3. Attach a voided check from the account you want the deposit to be sent to. Alternatively, you may obtain a letter from your financial institution on their letterhead that confirms the name on the account, bank routing number and bank account number.
4. Send it to the County Finance Department.
5. The County Finance Department will notify you by e-mail that a test payment of 1¢ was sent to your account.
6. Verify that the 1¢ deposit appears in your account.
7. Reply to our e-mail that you confirmed receipt of the 1¢ deposit.
8. Direct deposit begins and all payments to the vendor will be sent by ACH.

If you have any questions on how to prepare the form, please call 813-307-7080.

Sincerely,

Timothy Simon
Finance Director

Enclosure

Terms and Conditions for Direct Deposit Participation

Please Read This Carefully

The bank account information will remain confidential to the extent provided by law and necessary to make Direct Deposit payments. The requested information is required for processing payments through Direct Deposit. Payees (recipients) who are not active vendors in the County's financial system must also submit a Hillsborough County Substitute W-9.

This form authorizes the Hillsborough County Clerk of Circuit Court, as accountant and auditor for the Hillsborough County Board of County Commissioners, to initiate credit and, if necessary, debit entries and adjustments for any credit entries made in error to the account indicated, at the depository financial institution named, and to credit or debit the same from such account. This authority will remain in effect until cancelled in writing. Further, the origination of Automated Clearing House (ACH) transactions to the account must comply with the provisions of state and federal law and regulations.

Information Found on Checks

Most of the information needed to complete this form is printed on your checks. Be sure that the payee's name is written exactly as it appears on the check. Direct deposits will not be made to an account held in a different name from the payee. Be sure current address is shown.

One-Cent Pre-notification

We will initiate a one-cent pre-notification to your financial institution prior to making payments based on this authorization. The pre-notification is a test deposit to your financial institution to verify the accuracy of the account and transit routing numbers provided and entered into our system. We will also send an e-mail confirming that the pre-notification has been sent. **Once the 1¢ pre-notification is deposited into the designated account, please respond to the e-mail confirming that the 1¢ was received.** Vendor payments will start only after we receive the e-mail confirming the 1¢ deposit. If a correction is returned to us by your financial institution, the process will be repeated with the corrected information.

Cancellation

This authorization remains in effect until cancelled by the payee by written notice to the Clerk of Circuit Court, County Finance Department, PO Box 1110, Tampa, FL 33601-1110. Upon cancellation by the payee, the payee should also notify the receiving financial institution that the authorization has been cancelled. Additionally, Hillsborough County and the Clerk of Circuit Court expressly reserve the right to discontinue Direct Deposit at any time.

This authorization may be cancelled by the financial institution by providing the payee a written notice 30 days in advance of the cancellation date. However, a cancellation by the financial institution for reason of fraud shall be effective immediately. The payee must immediately advise the Clerk of Circuit Court if the authorization is cancelled by the financial institution.

Violation of these terms and conditions may cause, at a minimum, termination of participation in Direct Deposit.

Financial Institution Information and Certification

Provide the payee's account number, and account name or title exactly as they appears in the financial institution's records.

If the financial institution acts as an agent for the payee and the accounts are not checking or savings accounts, the payee and financial institution should provide explicit written instructions (unique prefix, alpha character, etc.) on letterhead as an attachment to the authorization form.

Changing Recipient's Financial Institution

The payee's direct deposit authorization will remain in effect until withdrawn in writing with sufficient notice to the Clerk of Circuit Court to allow adequate time to effect termination. Neither the Clerk of Circuit Court nor the Board of County Commissioners will be responsible for any loss which may arise solely by reason of error, mistake or fraud regarding information provided on this Direct Deposit Payment Authorization form.

If the payee or authorized representative changes their financial institution, the payee must provide written notification to the Clerk of Circuit Court. **Any changes to the existing direct deposit authorization, such as the bank account number, will cause the original authorization to be cancelled.** A new Direct Deposit Payment Authorization form must be completed to re-enroll. It is recommended that the payee maintain the previously authorized account until the transition is complete, i.e., after the payee verifies receipt of the 1¢ pre-notification in accordance with the new authorization instructions.