



August 15, 2011

RE: EFT Payments

Dear Salt Lake County Vendor:

Salt Lake County has established a program whereby payment for goods and services provided to the County can be made directly to your bank account through electronic funds transfer (EFT). Instead of receiving a paper check, you will receive a remittance advice showing that payment has been wired to your bank account, and the invoice(s) covered by the payment.

There are many benefits to using EFT, including fewer trips to the bank to make deposits, and increased internal controls over cash handling. If you would like to participate in the Salt Lake County's EFT program, please fill in the information on the following page and mail the signed original to: Salt Lake County Auditor's Office, Attn: T Ryan Noyce, CPA, 2001 South State Street, N3300, Salt Lake City, Utah 84190-1100 or faxed to 801-468-3296.

Please include a copy of a blank voided check from the company account you would like the deposits to be made. This agreement is for EFT payments (CREDITS ONLY) directly into your account, and must be signed by someone authorized to represent your company. EFT payments will begin following receipt of the authorized agreement and a twelve day pre-authorization period to verify bank transmission.

Sincerely,

Ryan Noyce
Salt Lake County Auditor
or Designee

Required Notice under the Government Records Access and Management Act (GRAMA)

The information you provide us may be classified as Private and Controlled under GRAMA. These are records or other documents held by Salt Lake County which includes your personal information such as your bank account number. This information is being requested to allow us to deposit funds directly to your account per your authorization. The County uses this information internally for the sole purpose of establishing your EFT account and is shared with no one. If you choose not to provide information requested or required by our agency, you may not be eligible to participate in this service.

Questions about this notice or any other information on this page may be directed to T Ryan Noyce, Accounts Payable Manager, Salt Lake County Auditor's Office at 801-468-3225.

Salt Lake County:

We would like to participate in your EFT program, whereby the County will make payments directly to the bank account shown on the attached voided check for goods and/or services provided to the County. Following is the information you have requested:

Company Name _____
Contact Name _____
Address _____

Phone Number _____
FAX Number _____
E-mail _____

(E-mail address is needed for future remittance advices to be sent electronically. Please provide the e-mail address of the person responsible for receiving these advices.)

Authorized Signature

Date

Title

Copy of Voided Check/EFT Instruction Sheet