



Bulletin No. 402

June 30, 2004

TO: Business, Payroll, and Personnel Administrators
HRS District Coordinators
Los Angeles County School and Community College Districts
and Other Local Educational Agencies

FROM: Arthur Sullivan, Payroll Systems Coordinator
District Personnel and Information Services
Division of School Financial Services

SUBJECT: Direct Deposit – Wells Fargo Bank

Wells Fargo Bank has notified the Los Angeles County Office of Education (LACOE) of changes they have recently made to their Automated Clearing House (ACH) routing numbers in the various states in which they do business. Routing number 121042882 was created for their California branches, and new numbers were created for their out-of-state branches.

Bank Activity

The old Wells Fargo Bank routing numbers will be accepted through the ACH process for a limited interim period. Employees with direct deposits to their current Wells Fargo account will continue to have their direct deposits credited to their personal accounts using the old Wells Fargo routing number. However, in order to avoid potential problems with employee deposits after the interim period, routing numbers must be changed in the Human Resource System (HRS) as soon as possible.

District Action

Districts will need to correct the routing numbers for employees with Wells Fargo Bank accounts. Most employees have California branch accounts, but some may have out-of-state accounts.

The following district actions are required:

1. A Blue Bar report of employees with Wells Fargo routing numbers was produced from HRS by Prime Pay Cycle.
2. Each employee listed on the report will need to have their routing number changed to the new number 121042882, unless otherwise noted on the report.
3. A few employees have been assigned a new routing number that is different from the new California number. Wells Fargo has identified these individuals and they have been noted on the attached reports.

(over)

4. HRS update changes should be made according to pay cycles and direct deposit cut-off dates. Making changes after the cut-off date and before the production date could result in the direct deposit being stopped for that month.
If an employee is changing to a different bank or account number, a completed Form DD-1 and a voided personal check must be received from the employee. Attachment No. 2 is a sample Form DD-1.
5. Districts should complete the routing number changes in HRS as soon as possible.

Reminder

Enter screen 025 changes only in the time period which starts AFTER the employee's pay production date for the prior payroll, and BEFORE the direct deposit cutoff date for the current payroll. These dates can be verified from the HRS DISTRICT PAYROLL SCHEDULE published each month. See Attachment No. 3 for the July schedule.

The following attachments are for your assistance:

1. Suggested Notice to Employees
2. Form DD-1
3. July Payroll Schedule
4. Special Reports (attached to Payroll Supervisor copy)

The Special Reports should be checked off and retained as a control of all actions taken in case of a required follow-up response.

Bank Fees and Deadlines

Wells Fargo Bank has advised our office that they will continue to route Wells Fargo accounts using the old routing numbers for several months. After that period, there is a possibility that employee direct deposit accounts could be rejected.

If you have any questions concerning this bulletin, please call me at (562) 922-6424.

Approved:
Betty T. Ng, Director
Division of School Financial Services

AS:mf
Attachments

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SFS-A92-2003-2004

S A M P L E - Notice to Employees

DATE: _____

TO: _____

FROM: District Payroll Office

SUBJECT: DIRECT DEPOSIT – Wells Fargo Bank

Wells Fargo Bank has consolidated its bank routing numbers for branches in the various states in which it does business. The routing number for the State of California has been changed. The new routing number is **121042882**.

You are currently participating in Direct Deposit with a Wells Fargo account. Conversion activity by the bank will not automatically change your direct deposit information in the county payroll system, since only our district office staff can make those changes.

The district will make the necessary change to your Wells Fargo routing number within the payroll system. Your written authorization will not be required in order for the district to make this routing number change.

The district will not make any change to your personal account number.

Wells Fargo has a project to correct personal checks for customers within regions that still have incorrect routing numbers. If you have not received a notice from Wells Fargo concerning this change, you may need to visit or call your branch office.

If you plan to switch your direct deposit from Wells Fargo Bank, or there is a change to your account number, please complete and return the attached DD-1 form. A voided personal check showing the new routing number and account number must be attached to the DD-1 form.

(Add district procedure where to send form and deadline, if you set one)

If you have any questions, *(insert district information here)*

TO: District Payroll Office
 SUBJECT: DIRECT DEPOSIT AUTHORIZATION

NEW OR CHANGE CANCEL

Name	Social Security No.
District	Work Telephone
Name of Bank / Credit Union / Savings & Loan	Branch No. / Location
Address of Bank / Credit Union / Savings & Loan	Telephone No. at Branch
Account Number	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

I hereby authorize the above named District and the Los Angeles County Office of Education (LACOE), and/or their agents, to initiate electronic deposits and, as necessary, debit corrections to previous deposits, to the above account.

I understand:

- Direct Deposit status is not activated until 10 days following a \$0 test transaction for NEW or CHANGE authorization.
- I must submit a new authorization form if I change my account (name, institution, branch, type of account, etc.)
- Direct Deposit status will be temporarily suspended if wages are garnished.
- Direct Deposit status may be suspended or rescinded by the District or LACOE, and payment made by county warrant, if necessary to meet payroll deadlines or under other extreme conditions.

I agree to hold harmless and indemnify the District and LACOE, and their officers, employees and agents from any claim or demand of whatever nature, including those based upon negligence of the District and LACOE and their officers, employees and agents for failure or delay in making deposits and/or corrections to deposits as herein authorized.

This authorization replaces any previously made by me and is to remain in effect until changed or cancelled by submission of a new Direct Deposit Authorization form.

Signature: _____ Date: _____

Please attach a voided check showing the institution routing number and account number.

ATTACH VOIDED CHECK HERE

Area Below for District Use Only
 (Refer to Direct Deposit Reference Guide)

FINANCIAL INSTITUTION ROUTING NO.								

EMPLOYEE DEPOSIT ACCOUNT NUMBER															

Input by: _____ Date: _____