

## FAQ's

**1. How do I get started?**

Complete Sections I, II, and III of the LACOE Electronic Funds Transfer (EFT) Payment Enrollment. Absence of any information will delay your application process.

**2. Where can I find my LAUSD Vendor Number?**

Your LAUSD Vendor Number is a 10-digit number located on your payment check.

**3. Why do I need to provide my FEIN?**

You need to provide your FEIN so we can confirm your information with your vendor information on file with LAUSD.

**4. Does my financial institution have to fill out Section III?**

Section III does not have to be filled out by your financial institution. You can complete this section. A copy of your voided check must be submitted with your enrollment form. If voided check is not available, a letter from your financial institution with your banking information signed by your financial institution authorized person must be submitted with the enrollment form.

**5. What information should I put on Section IV – Local Educational Agency Information?**

Section IV is no longer required.

**6. How long does the ACH/EFT enrollment process take?**

The ACH/EFT enrollment process takes up to 3 weeks to complete.

**7. What needs to happen if there is a change of bank account numbers or financial institutions?**

Any change to your banking information will require a new ACH/EFT form submittal.

**8. Our company has a standard letter that outlines our banking information to be used for ACH/EFT. Can you accept this letter instead of completing an enrollment form?**

Accounts Payable cannot accept letters that outlines banking information to be used for ACH/EFT.

**9. Submit a completed LACOE Electronic Funds Transfer (EFT) Payment Enrollment, plus a copy of voided check or a letter from your financial institution with your banking information to [accounts.payable@lausd.net](mailto:accounts.payable@lausd.net).**

**10. If I have any additional questions, who may I contact?**

Please contact Accounts Payable at (213) 241-4800 or email [accounts.payable@lausd.net](mailto:accounts.payable@lausd.net).