Sonoma County Office of Education
Electronic Deposit Request Form Procedure

Instructions for filling out Electronic Deposit Form

When your LEA is going to receive a wire transfer/electronic deposit in from an outside source, you need to fill out the Electronic Deposit Request Form on the Sonoma County Office of Education website.

Link to form: Electronic Deposit Request Form

STEPS:

- Enter date
- Fill out the name of the sender, your district's name, department ID and dollar amount of the electronic transfer that is expected
  - SCOE Business Services can provide you with your LEA's list of Department ID's. Send an inquiry if you do not know these already.
  - Email carend@scoe.org, jsarsfield@scoe.org, tpham@scoe.org, & jliu@scoe.org
- Include a detailed description of the deposit
- Fill out the account code you would like these funds to be deposited into
- Business Manager/CBO must sign this form
- Email form to all individuals listed at the bottom of the Electronic Deposit Request Form

This form needs to be filled out before the electronic deposit hits the account. Please contact SCOE Business Services if you have any questions regarding this form.

Note: Email carend@scoe.org, jsarsfield@scoe.org, tpham@scoe.org, & jliu@scoe.org if you need the banking information to provide to the vendor for this electronic deposit.