



Automated Clearing House (ACH) Email Remittance Form

Date: _____

Vendor Name: _____

Use the name printed on the ACH Payment Advice

Account Number: _____

Find this at the bottom of the Payment Advice box

You are currently a vendor that provides goods or services to one or more of the Superior Courts of California. You are setup in our financial system with an option for the court(s) to send payments via the Automated Clearing House (ACH). When an ACH payment is distributed, a remittance advice is sent via U.S. mail to the vendor's address on record. We now have the option to expedite the receipt of this remittance advice by sending it via email. If you would like to receive your ACH remittance advice via email, please fill in the information requested above and use the form to provide one or more email addresses. The form must be signed and returned as indicated.

Remittance E-Mail Notification

Please provide one or more Accounts Receivable e-mail addresses where ACH remittance information should be sent:

E-mail 1:

E-mail 2:

Authorized Signature

× _____

Signature

Date:

Provide a phone number where we can contact you if we have questions.

Phone:

Instructions to Return Form

Please return this form and any future notifications to:

E-mail to TCAFS.VendorRequest@jud.ca.gov, fax to 916-263-5167 or mail to:

Judicial Council of California – Attention: TCAS Vendor Management

P.O. Box 981268

West Sacramento, CA 95798