

# CaJOBS<sup>SM</sup> Cash Request Handbook Workforce Investment Act

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CalJOBS<sup>SM</sup> Cash Requests Handbook  
Workforce Investment Act

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## PURPOSE

The purpose of the *CalJOBS<sup>SM</sup> Cash Request Handbook* (handbook) is to provide instructions to any subgrantee of *Workforce Investment Act* (WIA) funds and other types of funds, who has entered into a binding contract with the Employment Development Department (EDD), and needs cash to meet their expenditures for the programs. This handbook will provide information needed to order cash using the EDD CalJOBS<sup>SM</sup> Cash Draw module. The handbook will also address the process to follow when entities must manually order cash using a hard copy request form.

## DESCRIPTION OF CalJOBS<sup>SM</sup> CASH DRAW MODULE

The CalJOBS<sup>SM</sup> Cash Draw module is a Virtual OneStop system that contains the financial data for each Workforce Investment Act grant and other types of funds issued by the Federal Department of Labor (DOL) and other agencies through the State of California's EDD. CalJOBS<sup>SM</sup> is used by all subgrantees, including staff in each of California's Local Workforce Investment Areas, and the staff in the EDD. Subgrantees use CalJOBS<sup>SM</sup> to record expenditures against each grant and to request cash to cover those expenses. The EDD uses it to monitor contract compliance and grant expenditures. The data in CalJOBS<sup>SM</sup> may be used for audit purposes at the federal, state and subrecipient levels.

## SETTING UP ACCESS TO CalJOBS<sup>SM</sup>

Access to CalJOBS<sup>SM</sup> is controlled by the Central Office Workforce Services Division of the EDD. Within the CalJOBS<sup>SM</sup> system, the cash request screens are protected by an extra layer of security that is controlled by the Fiscal Programs Division (FPD).

- To register new users, complete the *User Registration Form* (URF). The form is available in MS Word Format. Complete, print, sign and mail (or email a PDF) to EDD's FPD. Complete instructions and addresses are on the form.
- The EDD will notify you by email within 48 hours when usernames are available for use.
- Subgrantees and the EDD share the responsibility to maintain the security of CalJOBS<sup>SM</sup>. Each CalJOBS<sup>SM</sup> user must have a username and personal password. Users must not share usernames or personal passwords.
- Please request CalJOBS<sup>SM</sup> access for new employees as soon as it is known that they will be using the database.
- Please use the URF to notify the EDD when registered CalJOBS<sup>SM</sup> users no longer need CalJOBS<sup>SM</sup> access.
- Remember to submit a URF when there are staffing changes in the office. The URF is located at the end of this handbook. Please remember to sign page 2 of the form before sending to the EDD.

## LOGGING INTO CalJOBS<sup>SM</sup>

The screen shown below appears when a user connects with CalJOBS<sup>SM</sup> for the first time. If it does not appear, call the CalJOBS<sup>SM</sup> Operations Unit at 916-653-0202.

### Staff Sign-in Notice

WARNING! This government computer system is the property of the California Employment Development Department (EDD) and may only be accessed by authorized users. Unauthorized access, use, disruption, modification, or destruction of this system is strictly prohibited and may be subject to criminal prosecution and/or adverse action. The EDD may monitor any activity or communications on the system and retrieve any information stored within the system. By accessing and using this system, you are consenting to such monitoring and information retrieval for law enforcement and other purposes. Users should have no expectation of privacy as to any communication on or information created, maintained and stored within the system, including information stored centrally, locally on a disk drive, or on removable electronic storage media. The penalties for unauthorized access or use may include criminal and/or civil actions under the California Information Privacy Act §1798.53 and Penal Code §502.

- Select “I Agree” or “I Disagree”. If you select “I Disagree”, you will be logged off.
- Usernames for cash users are created by the CalJOBS<sup>SM</sup> Operations Unit once the URF is received. Password1@ is your start-up password. The prompt will request a new password and confirmation of the new password. The next time you log on to CalJOBS<sup>SM</sup>, the new password will be accepted.
- CalJOBS<sup>SM</sup> passwords must have 8-20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are (!), (@), (#), (\$), (%), (\*), (.), and (\_).
- CalJOBS<sup>SM</sup> passwords do not expire.
- LWIA staff should contact their MIS Administrator for password resets. Non-LWIAs should send their request to [caljobsstaffpassword@edd.ca.gov](mailto:caljobsstaffpassword@edd.ca.gov).



## **CASH DELIVERY METHODS**

The EDD offers subgrantees a choice of three methods for receiving cash. Use Page 2 of the URF to select the delivery method for your office. Complete only the sections of the form that apply to the delivery method you choose. Complete the form, sign it and mail it to the address provided on the form.

The EDD will keep the most recent cash delivery instructions on file for each subgrantee. To change the delivery method for your office, submit a new URF to the EDD showing the new preferred method.

### **Method 1 – Direct deposit to a bank account**

- The EDD will make a wire transfer to a specified bank account.
- The organization must provide the bank routing number and bank account number.
- Bank account information will be kept secure in the FPD.
- Transfers will settle to the specified account on the delivery date shown on CalJOBS<sup>SM</sup>, normally the second business day following the request date.
- Notify the EDD promptly if your organization changes banks or bank accounts. Please use the URF to submit the change in writing.

### **Method 2 – Deliver check using U.S. Postal Service**

- The EDD will mail a check to the address specified.
- Please notify the EDD promptly if there is a change to your mailing address. Use the URF to submit the change in writing.
- The check will be mailed through the U.S. Postal Service on the delivery date for the cash request.

### **Method 3 – Pick-up check at the EDD**

- The EDD will prepare a check for pick-up by the subgrantee's staff.
- Because of security requirements in the EDD Central Office, we must make special arrangements for each check pick-up. Call the FPD's Cash Help Desk at 916-654-7868.

## **CASH REQUEST INFORMATION SCREEN**

This screen displays the following:

- Subgrantee Name.
- Cash Requestor.
- Status – The processing status of the cash request will display when a particular subgrant is selected when adding a new cash request.
- Earliest Processing Date – This is the planned cash request processing date, calculated based on the current date and time, valid state business days, and a cutoff time for request processing.
- Earliest Delivery Date – The earliest possible date the request can be processed. This date is the planned cash request processing date, calculated based on the current date and time, valid state business days, and a cutoff time for requesting processing.

## Cash Request Handbook

- Alternate Processing Date – This field displays when adding a new cash request. It is an alternate processing date, entered by the user.
- Alternate Delivery Date – This field displays when adding a new cash request. It is an alternate delivery date, entered by the user.

### Example

Cash requested before 2 p.m. on Thursday will be delivered on the following Monday. The schedule counts only the business days. If a weekend or holiday falls between the request date and the delivery date, those days are not counted in the delivery schedule.

The CalJOBS<sup>SM</sup> Cash Draw module takes state and federal holidays and furlough days into account when calculating the delivery date for cash. The date shown in CalJOBS<sup>SM</sup> is the expected delivery date.

## MY CASH REQUESTS (Add a New Request)

To enter cash requests on the CalJOBS<sup>SM</sup> system, select **My Cash Requests** option under Services for Subgrantee Staff.

Processing Date	Delivery Date	Status	Request Total	Approved Total	Action
04/25/2014	04/29/2014	Processed	\$258,488.00	\$258,488.00	<a href="#">View</a>
02/26/2014	02/28/2014	Processed	\$128,944.00	\$128,944.00	<a href="#">View</a>
01/29/2014	01/31/2014	Processed	\$116,506.00	\$116,506.00	<a href="#">View</a>
01/08/2014	01/10/2014	Processed	\$41,556.00	\$41,556.00	<a href="#">View</a>
12/20/2013	12/24/2013	Processed	\$179,576.00	\$179,576.00	<a href="#">View</a>
11/22/2013	11/26/2013	Processed	\$0.00	\$0.00	<a href="#">View</a>
11/22/2013	11/26/2013	Processed	\$170,949.00	\$170,949.00	<a href="#">View</a>
10/29/2013	10/31/2013	Processed	\$61,671.00	\$61,671.00	<a href="#">View</a>
10/29/2013	10/31/2013	Processed	\$0.00	\$0.00	<a href="#">View</a>
09/27/2013	10/01/2013	Processed	\$16,554.00	\$16,554.00	<a href="#">View</a>

To add a new request, select the **Add** button. To search and select an existing cash request, select **View** under the “Action” column. Then make modifications or additions.

Both adding new requests and changing existing requests involve the same basic steps:

- Select the grant codes for the cash request by selecting CTRL + F and entering the subgrant number to narrow your search and select **Next >>** button.
- Add/enter the request amounts for each code and save them.
- Review the amounts saved on a cash request summary list/display.

**CASH REQUEST – INITIAL SELECTION SCREEN**

<b>IN THIS INITIAL SELECTION FIELD</b>	<b>DATA DESCRIPTION</b>
Subgrantee Name	Auto-fill field. Based on the username used to logon to CalJOBS <sup>SM</sup> .
Cash Requestor	Preselected field based on the username used to logon. You can change to another Cash Requestor user from the drop-down list.
Processing Date	This is the planned cash request processing date, calculated based on the current date and time, valid state business days, and a cutoff time for request processing. The processing date for requests after 2 p.m. will be the following business day.
Earliest Delivery Date	Earliest delivery date is based on the processing date. Displays the date the requested cash will be delivered.
Alternate Delivery Date	This date should be later than the earliest delivery date.
Subgrant / Grant Code / YOA	Each row lists a subgrant number, grant code number and Year of Appropriation.
Program	Workforce Investment Act
Total Allocation	Total Allotment
Previously Requested	Previous cash requests.

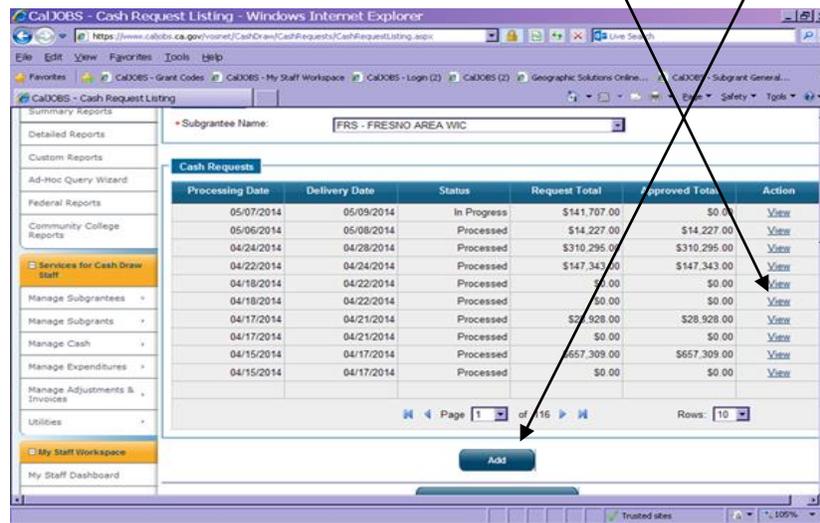
**CASH REQUEST – NEXT SELECTION SCREEN**

<b>IN THIS NEXT SELECTION FIELD</b>	<b>DATA DESCRIPTION</b>
Balance Available	Total Allocation amount minus previously requested amount.
Amount Requested	Enter the requested amount in the text field.
Total Amount Disbursed	Enter the total amount disbursed which equals the Previous Approved Amount plus Other Pending plus Amount Requested. If cash disbursed is not accurate, CalJOBS <sup>SM</sup> may calculate Excess Cash and cash requests may be denied.
Excess Cash Amount	If an Excess Cash Amount is calculated, you will need to also enter an explanation for the excess cash amount.
Excess Cash Explanation	Enter an explanation for the calculated Excess Cash Amount.
Total Amount Disbursed	Enter the total amount of cash disbursed. If cash disbursed field is not accurate, it may calculate excess cash on hand. Cash requests may be rejected if excess cash is on hand.

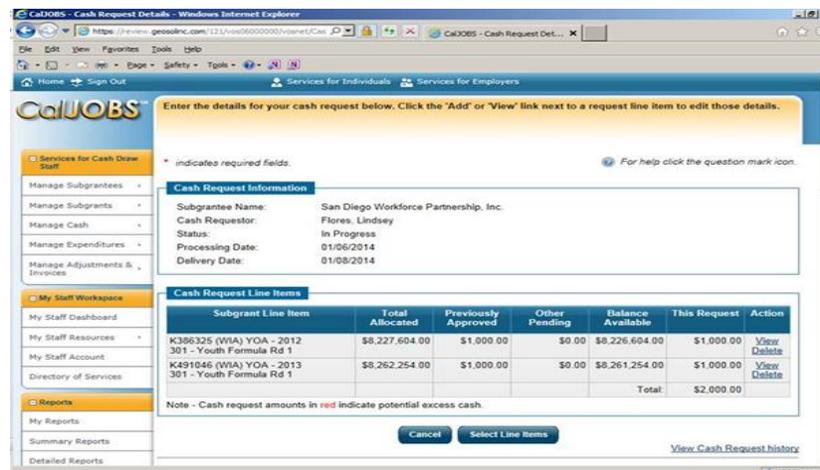
## TIPS FOR USING THE CASH REQUEST SCREEN

Here is a helpful hint when requesting cash before 2 p.m.

If you process cash requests before 2 p.m. but then later decided to add more requests for the same or other grant codes with the same day delivery date *and* it is still before the 2 p.m. deadline, you will need to select the View link instead of the **Add** button. In this example, on 5/7/14, cash requests (grant codes 202 and 301) in the amount of \$141,707.00 are requested and saved before 2 p.m. After making these requests, you need to add more cash requests for the same delivery date of 5/9/14. You will need to select the View link to add these additional requests to the 5/9/14 delivery date. If you want the new requests for the next delivery date of 5/12/14, you would select the **Add** button.



By selecting the View link, you will be able to click the “Select Line Items” and repeat the process for additional grant code line item requests for the same delivery date.



**Please note: If you want to add more cash requests for the same delivery date, and it is before 2 p.m., please do not select the Add button. If you select the Add button, those cash requests will have the next delivery date. Please select the view button for the correct delivery date.**

**Update the Cash Disbursed figures on Cash Request Details Screen before entering a cash request.**

Cash on hand must not be more than is needed for three to four working days of expenses. The CalJOBS<sup>SM</sup> uses the cash disbursed figure to calculate the average daily expense for each organization. If the amount of cash being requested is more than four times the daily average, the database will ask for a note of explanation. The Central Office Workforce Services Division Financial Management Unit (FMU) will consider this note as part of the cash request approval process.

- To avoid excess cash warnings, add the amount of the cash request to the current cash disbursed figure. The formula is “Current Cash Disbursed + Today’s Cash Request = Updated Cash Disbursed”. Enter the Updated Cash Disbursed figure in the Cash Disbursed field before attempting to request cash.

**The total of all cash requests for a day must be equal to or greater than \$0.00.**

- Negative cash requests for one or more grant codes or subgrants within the day’s request are acceptable; however, the total of all requests must be equal to or greater than \$0.00.
- In order to process a negative cash entry, requestors / subgrantees must first enter a positive cash request and then enter the negative requests last. Make sure that the total of all requests never goes below zero.
- If an error message displays as you make cash adjustment entries, review your calculations and make corrections until the total cash request is equal to or greater than \$0.00. Click Save to save the cash request for processing.

**After a cash request is filed, it may be updated if it is shown in “pending” status.**

- Type over the existing request to update it. The “pending” flag will be cleared when the FMU approves the cash request, and the request will no longer be available for update.

## **BENCHMARK APPROVALS**

Subgrantees who are required to meet benchmarks prior to making cash requests will receive detailed instructions from their assigned Project Manager (PM) / Regional Advisor (RA).

## **RETURNING CASH**

It is sometimes necessary to return cash for a grant. This can be done through CalJOBS<sup>SM</sup> if there is a valid request for cash through a different funding source. On the Cash Request screen, leave the Year of Appropriation (YOA), Grant Code and Subgrant code fields blank as appropriate. Enter the new request first and then enter the cash return as a negative number. The net of the two entries must be equal to or greater than zero.

A second way to return cash is to send a check to EDD. Contact your Financial Management Unit (FMU) analyst for instructions. See page 17 for FMU contact information.

When entering a cash return, always enter the new cash request (positive numbers) first. When the new cash request is complete, you can enter the cash return (negative numbers) without receiving an error notice. The total entry for the day must be equal to or greater than zero at all times.

## OBLIGATIONAL AUTHORITY

The Obligational Authority (OA) is the limit of cash available for a grant. If the amount of cash requested exceeds the OA, the following message will appear at the bottom of the screen: "Cash request exceeds OA authorized. Maximum cash request = \$\$\$\$\$\$." When this message appears, the request must be modified to an amount that does not exceed the OA.

## EXCESS CASH

The DOL and the EDD define excess cash as any amount that is not disbursed within three to four working days after receipt. Cash requests may be denied when excess cash is shown in the CalJOBS<sup>SM</sup> Cash Request Approval reports.

CalJOBS<sup>SM</sup> performs these calculations:

1. Compute the number of Business Days Elapsed since the term begin date of the subgrant line item (business days, not calendar days).
2. Compute Total Cash Requested by adding up all cash requested for this subgrant line item, including cash requests and invoices, including the currently requested, previously approved as well as other pending amounts.
3. Compute the Average Daily Distribution Amount by dividing the currently reported Total Disbursed Amount by the Business Days Elapsed.
4. Compute Four Days or Expenditures by multiplying Average Daily Distribution Amount by four.
5. Compute Total Requests Minus Disbursements by subtracting Total Disbursed Amount from Total Cash Requested.
6. Compute Excess Cash by subtracting Four Days of Expenditures from Total Requests Minus Expenditures.

### Example

Amount Requested = \$5000

Total Disbursed Amount = \$90,000

Business days Elapsed = 90 Days

Total Cash Requested = \$95,000 (\$5,000 current + \$90,000 previous/other requests)

Average Daily Distribution Amount = Total Disbursed Amount / Business Days Elapsed  
= \$90,000/90 = \$1000 per day

Four Days of Expenditures = Average Daily Distribution Amount x 4 = \$1000 x 4 = \$4000

Total Requests Minus Disbursements = \$95,000- \$90,000 = \$5,000

Excess Cash = Total Requests Minus Disbursements - Four Days of Expenditures = \$5,000 - \$4,000 = \$1,000

## CONTINGENCY CASH REQUEST PROCESS

Technical difficulties occasionally prevent a subgrantee from using the CalJOBS<sup>SM</sup> system. When the system is temporarily unavailable, the CalJOBS<sup>SM</sup> Operations Unit sends a CalJOBS<sup>SM</sup> Notification to our distribution list, which includes the MIS Administrators. The FPD Cash Help Desk will accept a faxed cash request form. The form must be signed by an authorized cash request person. Staff in FPD will enter the request into CalJOBS<sup>SM</sup>, and process it as usual.

- The form for faxed cash requests is on page 14 of this handbook. Send a separate form for each subgrant.
- Please call the Cash Help Desk to let the FPD staff know that you have faxed a cash request.
- Fax the signed cash request form to FPD before 1:30 p.m.
- If there are benchmarks to be met, fax the form to the assigned PM/RA by 12 midnight. Reasonable effort will be made to approve and forward benchmark requests by 12 midnight on the day they are received.

### CalJOBS<sup>SM</sup> Contingency Cash Request Form Instructions

FORM FIELD	ENTER THIS INFORMATION
Program Title	Check the subgrant agreement for the appropriate program title (i.e. WIA).
Grant Code	Check the subgrant agreement for the appropriate code.
Beginning Cash Requested	Enter the amount of cash that has been requested prior to today, whether it has been received or not.
Total Cash Disbursed	The amount of cash disbursed to date; include checks, wires and cash issued. The form must show the updated disbursement figures for all grant codes in any open subgrants, even if cash is not being ordered. If this information is not included, the CalJOBS <sup>SM</sup> system may calculate excess cash on hand and the request may be rejected.
Today's Cash Request	The amount of cash being requested. This is the amount that will be disbursed in the next three to four working days.

**CalJOBS<sup>SM</sup> CONTINGENCY CASH REQUEST FORM**

To: Employment Development Department  
 Fiscal Program Division, MIC 70  
 Cash Control Unit  
 P.O. Box 826217  
 Sacramento, CA 94230-06217

Fax: 916-654-7537  
 Telephone: 916-654-7868

SUBGRANT RECIPIENT:				
SUBGRANT NUMBER:				
DATE OF REQUEST:				
Program Title	Grant Code	Beginning Cash Requested	Total Cash Disbursed	Today's Cash Request
<b>TOTAL</b>				

In accordance with the fiscal provisions outlined in the subgrant agreement, this request for cash is provided for the amounts indicated above. We understand the funds will be available or deposited into our account on or about three (3) working days from the date of this request.

We understand that all information on this form must be complete and that the EDD Fiscal Programs Division must receive it by 1:30 p.m., with all necessary approvals, to guarantee same day processing.

I hereby certify that I am a duly appointed representative of the above named subgrant recipient and that, to the best of my knowledge, the above request represents our best estimate, is in accordance with the current budget provisions and does not violate the State's policy of not maintaining more cash than is necessary to meet our immediate needs at any time.

**Authorized Subgrantee Representative:**

\_\_\_\_\_  
 (PRINT First and Last Name)                      (Signature)                      (Date)

**Project Manager/Regional Advisor's Approval: (Only if benchmarks are required)**

\_\_\_\_\_  
 (PRINT First and Last Name)                      (Signature)                      (Date)

[Form in MS Word](#)

## SUMMARY OF CASH REQUEST

The report named *Summary of Cash Request* is used to view and print reports of previous cash requests. It cannot be used to add, update, or delete any information. This report shows all cash requests by subgrant number and grant codes. It also shows the amount of cash ordered to date.

Navigate to the Summary of Cash Request screen by following the path below:

Detailed Reports > Cash Draw > Request > Summary of Cash Request

## USING THE SUMMARY OF CASH REQUEST SCREEN

FIELD	ENTER THIS DATA
Program	Enter "None Selected", "State General Fund", "DOL Workforce Investment Act", "DOL Wagner-Peyser Act", "DOL Special Grants", "State Contingent Fund" or "Other Special Grants".
Cash Request Type	Enter "None Selected", "Cash Requests", or "Cash Adjustments".
Subgrantee Code	Auto-entry field. This is the three letter identifier assigned to the subrecipient plus the subgrantee name.
Subgrant Number*	Select "None Selected" or the subgrant number(s).
Filter Date	Enter "Request Date" or "Delivery Date".
Date Range	Select from the drop down menu: "None Selected", "Last & Days", "Last 30 Days", etc.
From	Enter the date in mm/dd/yyyy format (e.g., 03/14/2012).
To	Enter the date in mm/dd/yyyy format (e.g., 06/14/2014).

**ACRONYMS**

DOL	Department of Labor
EDD	Employment Development Department
FMU	Financial Management Unit
FPD	Fiscal Programs Division
LWIA	Local Workforce Investment Area
PM	Project Manager
RA	Regional Advisor
URF	User Registration Form
WIA	Workforce Investment Act
YOA	Year of Appropriation

## HOW TO GET HELP WITH CaJOBS<sup>SM</sup>

The Central Office Workforce Services Division maintains CaJOBS<sup>SM</sup> software and administers subgrants. The Fiscal Programs Division processes cash requests. For faster solutions to your problems, please contact the office most appropriate for your question. If your call is not answered, leave a voice mail message. Include your name, the name of the organization you work for, your phone number, and a brief summary of the problem. The EDD staff will return your call promptly.

IF YOUR QUESTION IS ABOUT:	CONTACT	HOURS
<p style="text-align: center;"><b>RE-SET CaJOBS<sup>SM</sup> PASSWORD</b></p> <p>CaJOBS<sup>SM</sup> technical issues or if you cannot log on to CaJOBS<sup>SM</sup>.</p>	<p style="text-align: center;"><b>Workforce Services Division Central Office CaJOBS<sup>SM</sup> Operations Unit</b></p> <p style="text-align: center;"><a href="mailto:EDDCaJOBSAdmin@edd.ca.gov">EDDCaJOBSAdmin@edd.ca.gov</a></p> <p style="text-align: center;"><b>916-653-0202</b></p>	<p style="text-align: center;">Monday – Friday 8 a.m. to 5 p.m.</p>
<p style="text-align: center;"><b>CASH REQUESTS</b></p> <p>Cash requests not delivered on the date you expect it. FPD staff can also answer questions about data entry to the cash request screens.</p>	<p style="text-align: center;"><b>Fiscal Programs Division Cash Help Desk</b></p> <p style="text-align: center;"><a href="mailto:CaJOBSCashHelpDesk@edd.ca.gov">CaJOBSCashHelpDesk@edd.ca.gov</a></p> <p style="text-align: center;"><b>916-654-7868</b></p>	<p style="text-align: center;">Monday – Friday 8 a.m. to 4 p.m.</p>
<p style="text-align: center;"><b>EXPENDITURE REPORTING OR CONTRACT CLOSEOUT</b></p>	<p style="text-align: center;"><b>Workforce Services Division Central Office Financial Management Unit</b></p> <p style="text-align: center;">Michael Garcia 916-654-8060 Carol Keane 916-657-3545 Julie Martin 916-653-5294 Wai Tin Wong 916-653-8213</p>	<p style="text-align: center;">Monday – Friday 8 a.m. to 4 p.m.</p>

## CaJOBS<sup>SM</sup> USER REGISTRATION FORM

Send completed form to:

**Employment Development Department**  
**Fiscal Programs Division, MIC 70**  
**Cash Control Unit**  
**P. O. Box 826217**  
**Sacramento, CA 94230-6217**

**Fax: 916-654-7537**  
**Phone: 916-654-7868**

**As an alternative to mailing, send a PDF of the signed form to:**  
[CalJOBSCashHelpDesk@edd.ca.gov](mailto:CalJOBSCashHelpDesk@edd.ca.gov)

DATE: \_\_\_\_\_

### Section I. CONTACT INFORMATION

Organization name: \_\_\_\_\_  
**Subgrantee code**  
**(3 characters):** \_\_\_\_\_

**Contact name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Mailing address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Circle or bold the programs for which this office has grants:	WIA	Wagner-Peyser	Other
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### Section II. USER REGISTRATION

1. Enter an Action Code in the first column to designate the action you want to make.
  - A = Add a new user. The user's signature is required.
  - C = Change the status of an existing user. The user's signature is required.
  - D = Delete a user. No signature is required.
  
2. Enter a User Type Code to describe the permissions you are giving the user.
  - A = User can make cash requests and enter expenditure data.
  - C = User can make cash requests only, cannot enter expenditure data.
  - E = User can enter expenditure data only, cannot make cash requests.
  
3. Enter full username, phone number, and email. User's signature is required if adding or changing user status.

ACTION CODE A = Add C = Change D = Delete	USER TYPE CODE A=cash & exp C=cash only E=Exp only	USERNAME (First, Middle Initial, and Last Name)	USER SIGNATURE	PHONE	EMAIL

## CaJOBS<sup>SM</sup> USER REGISTRATION FORM

### Section III. CASH DELIVERY INSTRUCTIONS

Complete this section of the form to provide new or updated cash delivery instructions for the EDD. Complete this section only if you need to change your delivery option or your bank account information.

Enter an X in the box to the left to indicate your choice:

<input style="width: 80%; height: 20px;" type="checkbox"/>	No banking changes from the previously submitted User Registration Form
--	---

<input style="width: 80%; height: 20px;" type="checkbox"/>	Please mail checks to the address provided before Section I of this form. (U.S. Postal Service Delivery)
--	--

<input style="width: 80%; height: 20px;" type="checkbox"/>	Please contact this office by phone when checks are issued. A staff member will pick up the check at 722 Capitol Mall, Sacramento. (Direct Pick-Up)
--	---

<input style="width: 80%; height: 20px;" type="checkbox"/>	Please transfer cash directly to our bank account, using the information provided below. (Inter-branch & Wire Transfers)
	Bank Name: _____
	Bank Telephone: _____
	Bank Account Name: _____
	Account Number: _____
	ABA Routing Number: _____

<b>For EDD use only</b>	<b>Notes:</b>
Wire Transfer Code:	
Date:	

### SIGNATURE

The person signing below is designated to represent the organization and has authority to make changes to the subgrantee information provided in this form. The signature authorizes the Employment Development Department to make changes to its records as described above.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_

[Form in MS Word](#)