



**Los Angeles County
Office of Education**

**URGENT
BULLETIN #** **5433**
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URGENT BULLETIN

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Debra Duardo, M.S.W., Ed.D., *Superintendent*

October 8, 2021

TO: Business, Payroll and Personnel Administrators
Los Angeles County School and Community College Districts, Charter Schools
and Other Local Educational Agencies

FROM: Jocee Panganiban, School Financial Services and Systems Manager
District Personnel Information Services
Division of School Financial Services

SUBJECT: Urgent Reminder – Fraudulent Emails Requesting Direct Deposit Changes

In November 2018 and June 2020, Urgent Bulletin Numbers 4922 and 5266 were issued providing information about a scam directed at local educational agencies' payroll departments. Posing as district employees, cyber criminals contact school districts by emails, requesting changes in direct deposit account information. **Unfortunately, this scam is still being perpetuated with recent activity resurfacing.** Districts are advised to be wary of any unsolicited emails of this nature and are strongly encouraged to implement a procedure for authenticating all direct deposit change requests before inputting into HRS. A phone call to the employee's contact information on record to confirm requested change is advised. Otherwise, call the bank to which the change is requested and confirm the account owner.

As many district personnel are still telecommuting, consideration should be given on how best to authenticate these requests.

If you believe you inadvertently acted upon a fraudulent email of this nature, make necessary corrections in HRS before payroll processing occurs. If payroll processing has already occurred, contact [SFS Payroll Requests@lacoe.edu](mailto:SFS_Payroll_Requests@lacoe.edu) with the word "URGENT" in the subject line.

Approved:

Sean Lewis, Assistant Director
School Financial Systems and Services

TL:sm

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