Instructions for
Electronic Funds Transfer (EFT) Payment Enrollment Form

1. Complete Sections I, II, and III of this form.

2. **Do not complete Section IV.**

3. Submit the following items:
   - Resolution to Issue Funds – completed and signed by board members
   - Charter School Funds Distribution form – completed and signed by school administrators.
   - A voided check (not deposit slips).

**NOTE: A charter school’s participation in Electronic Funds Transfer (EFT) is optional.**

- Charter schools with contracts for the sale of receivables to third party agencies are not eligible to participate in EFT processes.
- LACOE requires each charter school to provide a separate bank account for EFT deposits. Out of country accounts are not eligible for EFT.

Please return this form electronically to:
sfs_bcsu@lacoe.edu