July 2, 2018

COUNTY FISCAL LETTER (CFL) NO. 17/18-81

TO: ALL COUNTY FISCAL OFFICERS

SUBJECT: ELECTRONIC FUND PAYMENTS FOR COUNTY INVOICES

At the request of several counties, the California Department of Social Services (CDSS) opened a Zero Balance Account (ZBA) with Bank of America to facilitate the electronic payment of county invoices. The electronic fund payment method allows counties to make their payments much more safely and timely. This payment method also mitigates CDSS’ cash flow shortage. When a county receives an invoice from CDSS, the county may choose to pay by submitting a check to CDSS or using the new electronic payment account.

The following bank information pertains to this new payment process:

**Account Name:** CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
**Account Address:** 744 P Street, MS 9-4-76, Sacramento, California 95814  
**Account Number:** 1233594910  
**Routing number ACH/EFT:** 121000358  
**Routing number DOM.WIRES:** 026009593

In order for counties to have transactions posted for their electronic payments, a corresponding email with payment information **must** be submitted to GeneralLedger@dss.ca.gov. This payment information should include which county is making the payment, invoice number, amount, and any necessary comments pertaining to the payment.

Counties may direct any questions regarding this CFL to the General Ledger Unit of the Accounting and Fiscal Systems Branch at GeneralLedger@dss.ca.gov.

Sincerely,

*Original Document Signed By:*

ADDIE AGUIRRE, Chief  
Accounting and Fiscal Systems Branch