

Instructions for Funds Distribution Authorization

Note: If the school's address changes or contact information changes, please complete a new "Funds Distribution Authorization" form to ensure that your funds are disbursed correctly and timely.

1. Print legibly using block letters or type the form.
2. Select "new" or "change."
3. Enter the charter number and effective date.
4. Fill in the charter school's name.

Change of Address

1. Check the box: **New Address**. Specify if the address change is for mailing, site or both.
2. Enter the effective date.
3. Complete the following area: Mailing Information.
4. Sign the form. See "*Signatures*" below.

A. DIRECTLY FUNDED CHARTER SCHOOLS

Selecting **Option 1**—Mail

1. Check the box: **Option 1**—Mail.
2. Complete the following area: Mailing Information.
3. Sign the form. See "*Signatures*" below.

Selecting **Option 2**—Pick up

1. Check the box: **Option 2**—Pick up.
2. Complete the following area: Pickup Information.
Note: Notification that warrants are ready for pickup will be sent to the "email address" on this form.
3. Sign the form. See "*Signatures*" below.

Selecting **Option 3**—EFT Payment to School

1. Check the box: **Option 3**—EFT Payment.
2. Warrants are sent electronically to the school. Complete the following area: Electronic Warrant Backup.
3. Enclosed the following items with this form:
 - Completed and signed Electronic Funds Transfer (EFT) Payment Enrollment Form.
 - Board Resolution—signed and dated.
 - Voided charter school check.
4. Sign the form. See "*Signatures*" below.

Selecting **Option 4**—EFT to Other Agency

1. Check the box: **Option 4**—EFT to Other Agency.
2. Fill in the Agency's name and enter its address in the Mailing Information.
3. Sign the form. See "*Signatures*" below.

Signatures:

This form should be signed by 2 authorized charter school administrators who have signed the current Certification of Signatures form that was filed with LACOE. (i.e. principal, chief financial officer of the parent organization, board member, board president).

Submit this form via mail to:

LACOE, School Financial Services
Business Charter Schools Unit
9300 Imperial Highway
Downey CA 90242

To expedite, fax this form to (562) 940-1689 and then mail original to the address above.

Telephone: (562) 401-5574, (562) 922-6292 or (562) 922-8693



CHARTER SCHOOL FUNDS DISTRIBUTION AUTHORIZATION

Charter School Number _____ Effective Date: _____

New Change New Address (*Please Choose One*): Site Address Change Mailing Address Change Both

Charter School Name: _____

The charter school above indicates its choice to distribute funding as noted below. Directly funded schools have four options: Option 1: warrants mailed, Option 2: to have an authorized employee pick up warrants, Option 3: EFT payment to school, and Option 4: EFT to Other. We understand that with Option 2, LACOE staff will notify the school by email when a warrant is available for pickup.

Option 1—Mail **Option 3—EFT Payment to School** **Option 4—EFT to Agency**
 Option 2—Pick up* (enclose EFT form, Resolution & voided check) (enter Agency's Name & Address below)

MAILING INFORMATION:

Agency Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Attention: _____

PICKUP INFORMATION:

The following Charter School employee(s) are authorized to pick up direct funding warrants:

1) Name: _____

DL# _____ State: _____ Exp. Date: _____ Email: _____

2) Name: _____

DL# _____ State: _____ Exp. Date: _____ Email: _____

ELECTRONIC WARRANT BACKUP:

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Two signatures required (Signatures should also be on the Certification of Signatures form)

1. Signature	2. Signature
_____	_____
Name	Name
_____	_____
Office	Office
_____	_____
Date	Date
_____	_____

For SFS use only: PSFS Vendor _____ Wt. Pickup List _____ EFT Setup _____
 Pre-Conf. JV _____ Email Pre-conf _____ EFT Conf. _____
 CS Comp List _____ Access Update _____