



# County of Contra Costa Office of the Treasurer-Tax Collector



## OPTING OUT OF ACH CONVERSION REQUEST

By completing and signing this document/form you are electing to opt out/not participate in the Electronic Clearing of your check as an ACH debit transaction.

In order to complete the election, you will be required to provide the appropriate Routing Transit and Account Number information for your Financial Institution. You may provide a copy of your check in the space below. This form must be mailed or delivered to the Tax Collector's office prior to or with tax payment in order to be in effect.

By Mail:

County Tax Collector  
PO Box 631  
Martinez, CA 94553-0063

Delivery in person:

County Tax Collector  
625 Court Street  
Martinez, CA 94553

Failure to completely or accurately provide all information in the requested format could prevent you from being excluded from the Electronic Clearing process. Your check could then be subject to Electronic Truncation and would be cleared as an ACH item in accordance with the disclosure provide to you by the Treasurer-Tax Collector of Contra Costa County.

Routing Transit Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please be advised that the form you are completing is specific to the Routing Transit Number and Account Number referenced above or on the check below. In the event your Routing Transit Number or Account Number changes, you will be required to submit a new form to insure your exclusion from the Electronic Clearing Program.

Attach Check Here: