



March 9, 2004

Dear Service Provider:

North Los Angeles County Regional Center (NLACRC) is please to announce that it will offer direct deposit to vendors. It will take two payment processing cycles or approximately (60) days to set you up on direct deposit with you bank. If there is a problem with the paperwork you submit, you will be immediately contacted by NLACRC. Otherwise, you may expect your payment to be made by direct deposit in approximately sixty (60) days. You can confirm your direct deposit by contacting your bank directly. NLACRC will continue to mail your remittance advice. Vendors may choose at any time to switch to direct deposit. Therefore, if you choose not to switch to direct deposit at this time, please retain the enclosed forms for future submission to NLACRC.

If your are interested in having your reimbursement check, your Personal & Incidental (P&I) check or your SSP Restoration check direct deposited into your bank account, please follow the instructions indicated below:

DIRECT DEPOSIT INSTRUCTIONS	
1.	Complete the enclosed, "Enrollment Form for Direct Deposit"
2.	Complete the enclosed, W-9 Form
3.	Provide NLACRC with a copy of a voided check, which includes the bank name, bank account number, and bank routing number.

PLEASE NOTE: If any of the above information is missing or incomplete, your direct deposit may be delayed until the missing information is received by NLACRC.

MAILING INSTRUCTIONS	
1.	Return the "Enrollment Form for Direct Deposit", W-9 Form, and Copy of Voided Check to the attention of Alma Armijo
2.	Mail to: North Los Angeles County Regional Center Attention: Alma Armijo, Accounting Department 15400 Sherman Way, Suite 170 Van Nuys, CA 91406

OTHER IMPORTANT DIRECT DEPOSIT INFORMATION

Regular Vendor Payments

DATE YOUR DIRECT DEPOSIT INFORMATION IS RECEIVED BY NLACRC	DATE NLACRC WILL PRENOTE YOUR BANK INFORMATION	DATE FUNDS WILL BE DIRECT DEPOSITED TO YOUR ACCOUNT
On or before March 7, 2004	March 20, 2004 Actual check will be mailed	April 20, 2004 Remittance Advice will be mailed
Between March 8, 2004 and April 13, 2004	April 20, 2004 Actual check will be mailed	May 20, 2004 Remittance Advice will be mailed
Between April 14, 2004 and May 13, 2004	May 20, 2004, Actual check will be mailed	June 20, 2004 Remittance Advice will be mailed

Personal & Incidental (P & I) Payments

DATE YOUR DIRECT DEPOSIT INFORMATION IS RECEIVED BY NLACRC	DATE NLACRC WILL PRENOTE YOUR BANK INFORMATION	DATE FUNDS WILL BE DIRECT DEPOSITED TO YOUR ACCOUNT
On or before March 7, 2004	March 10, 2004 Actual check will be mailed	April 10, 2004 Remittance Advice will be mailed
Between March 8, 2004 and April 3, 2004	April 10, 2004 Actual check will be mailed	May 10, 2004 Remittance Advice will be Mailed
Between April 4, and May 3, 2004	May 10, 2004 Actual check will be mailed	June 10, 2004 Remittance Advice will be mailed

Who to contact if you have questions about this information

NLACRC STAFF	PHONE NUMBER	ALPHABET DISTRIBUTION
Cindy Austin	818-756-6311	A – Lasker
Teddy Cruz	818-756-6314	LATherapy - Z
Sophie Servera	818-756-6306	Regular Vendors
Darlette Robinson	818-756-6122	Non-Spanish Speaking Parent Vendors
Maggie Arce	818-756-6302	Spanish-Speaking Parent Vendors & Regular Vendors