

SONOMA COUNTY OFFICE OF EDUCATION
REQUEST FORM FOR ELECTRONIC DEPOSITS

Date

Sonoma County Treasurer's Office
Attn: Dana Shern (Dana.Shern@sonoma-county.org)
585 Fiscal Drive
Santa Rosa, CA 95401
(707) 565-6048

Re: Electronic Deposit Request

Dear Mr. Shern:

This letter is to notify you that an electronic deposit has been requested from
as follows:

Name of Sender, i.e., U.S. Dept. of Education

District Name	Dept. ID	Dollar Amount
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Description of Deposit

Further, I understand that your office will transfer the funds to the Sonoma County Office of
Education, who will deposit to our account code: Dollar Amount

Thank you for your assistance.

Sincerely,

Business Manager

Cc: Janelle Sarsfield (Jsarsfield@scoe.org)
Jing Liu (Jliu@scoe.org)
Thuan Pham (Tpham@scoe.org)
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