

INSTRUCTIONS FOR ELECTRONIC PAYMENTS

The City of Richmond encourages all utility service providers to make UUT remittances via Automated Clearing House (ACH). If you desire to make your UUT remittance by this option, please use the following account information:

ABA: 121102036

Account Number: 010-902589

Please note that all UUT remittances must be received by the City on or before the last day of each month. For purposes of electronic funds transfers, this means that the ACH payment must commence no later than the last day of each month and must settle in the City's account on the following business day.

Utility service providers must ask their bank to prepare a PPD (Pre-arranged Payment and Deposit) format to set up the ACH. The name of the utility company should appear in the name field 3, positions 5-20 (16-character limit.) The designation "UUT" (for Utility User Tax) should appear in the descriptor field 7, positions 54-63 (10-character limit.)

Although utility companies may make payments by ACH, the monthly tax returns (UUT Remittance Form) must still be submitted to:

Mail to: ATTN: Finance Dept.
City of Richmond
450 Civic Center Plaza
Richmond, CA 94806-1630

The UUT Remittance Form **MUST** state whether the payment has been submitted via ACH. The information provided on this form will be cross-checked to the ACH payment received by the City of Richmond.