## CONTRA COSTA COUNTY TREASURER-TAX COLLECTOR

## NEW ELECTRONIC DEPOSIT PERMIT (EDP) WEB-BASED REPORTING SYSTEM

The Treasurer-Tax Collector's Office is pleased to announce a new on-line service for reporting deposit permits called Electronic Deposit Permit (EDP). This service will replace the current procedure for paper-based deposit permits and allow preparers to complete the form on computer any time and any where internet access is available.

## IF YOU ARE THE PERSON THAT PREPARES DEPOSIT PERMITS FOR YOUR DEPARTMENT, PLEASE REPLY AS REQUESTED BELOW.

The anticipated launch date for this service is September 2008. In preparation for its deployment we ask for your cooperation in providing contact information requested in an excel file located on the Treasurer-Tax Collector website (<a href="www.cctax.us">www.cctax.us</a>) under Treasurer's Information > County Use Only > Electronic Deposit Permit. This information will be used in setting up a user profile that will allow access into the EDP application. All fields must be completed in order for the profile to be set up properly and to have access to the system.

Please complete the list in the excel file with the information of all the users from your department who are currently authorized to submit deposit permits, and e-mail it to <a href="mailto:treasinfo@tax.cccounty.us">treasinfo@tax.cccounty.us</a> at your earliest convenience. If you need assistance, please contact Brice Bins in the Treasurer-Tax Collector's office at 957-2850.

## Instructions for completing the form:

- Open the file "EDP User Form.xls" from the Treasurer-Tax Collector website.
- Select "Save" and save this file to your Desktop or another location of your preference. (PLEASE DO NOT CHANGE THE NAME OF THE FILE)
- Open the saved EDP User Form. Complete all fields in the form as follows.
  - Department
  - Department Number
  - Depositing Bank Account Number
  - User Name(s)
  - Phone Number(s)
  - User ID(s)
  - Email Address(es)
- Select "File" and then "Save".
- From your email application, select "New Memo", "Create Message" or similar description to create a new email.
- Address the email to treasinfo@tax.cccounty.us
- Attach the file "EDP User Form.xls" to the email
- Select "Send"