

**ELECTRONIC LEVY PROGRAM—ENROLLMENT FORM**

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

Use this **enrollment** form to participate in the electronic levy (eLevy) program with the California Department of Tax and Fee Administration (CDTFA). For additional information, refer to [publication 655](#), *Electronic Levy Program Participation Guide*, or for questions, email us at [eLevy@cdtfa.ca.gov](mailto:eLevy@cdtfa.ca.gov). When an authorized representative of your financial institution completes and signs this form, it serves as the official data processing document with us.

**FINANCIAL INSTITUTION INFORMATION**

INSTITUTION NAME

INSTITUTION ROUTING NUMBER

FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)

INSTITUTION ADDRESS

CITY

STATE

ZIP CODE

PRIMARY CONTACT NAME

TELEPHONE

FAX

EMAIL

SECONDARY CONTACT NAME

TELEPHONE

FAX

EMAIL

TECHNICAL CONTACT NAME

TELEPHONE

FAX

EMAIL

**ACTION**

EFFECTIVE ENROLLMENT DATE

SELECT ONE

Initial Enrollment

Change Enrollment

**EXCHANGE METHOD**

The financial institution listed above agrees to CDTFA's established data exchange methods through the Accredited National Standards Institute (ANSI) ASC X9 Legal Orders Exchange, the Secure File Transfer Protocol (SFTP), and Pretty Good Privacy (PGP) encryption. The financial institution must match the file against all open accounts and return a response file of the matched accounts based on debt type. We transmit data files to financial institutions Monday through Friday, except state holidays.

**AUTHORIZED REPRESENTATIVE FOR FINANCIAL INSTITUTION**

When you sign this form, you agree to the participation requirements and terms provided in publication 655 and the enrollment terms listed below. You and your designated associates will protect the confidentiality of any data or information supplied to the financial institution by us as defined in California Revenue and Taxation Code (RTC) sections [64](#), [408](#), [7056](#), [7056.5](#), [9255](#), [30455](#), [32455](#), [38705](#), [43651](#), [45982](#), [45983](#), [45984](#), [46751](#), [50161](#), [55381](#), [60609](#), and Government Code sections [15619](#) and [15570.84](#).

Please submit your completed CDTFA-1155, *Electronic Levy Program—Enrollment Form*, to us at [eLevy@cdtfa.ca.gov](mailto:eLevy@cdtfa.ca.gov).

PRINT NAME

TITLE

SIGNATURE

DATE

## TERMS OF ENROLLMENT

When you sign CDTFA-1155, you agree to our established requirements for the purpose of exchanging data through the ANSI ASC X9 Legal Orders Exchange and the SFTP. These terms outline the responsibilities of each party for service of the Electronic Notice of Levy as defined in California Revenue and Taxation Code (RTC) sections [6703](#), [8957](#), [30315](#), [32387](#), [38503](#), [40155](#), [41123.5](#), [43444.2](#), [45605](#), [46406](#), [50136](#), [55205](#), and [60407](#). These statutes grant us authority to send electronic levies to financial institutions. Enrolling in this program makes the levy process more efficient for both parties.

### FINANCIAL INSTITUTION AGREES TO THE FOLLOWING:

1. Consider all levy request files received from CDTFA to be effectively issued and served, pursuant to RTC sections 6703, 8957, 30315, 32387, 38503, 40155, 41123.5, 43444.2, 45605, 46406, 50136, 55205, and 60407 which authorize CDTFA to serve a notice of levy by electronic transmission or other electronic technology.
2. Match an electronic levy file to the accounts currently maintained by your financial institution.
3. Submit a response file to CDTFA advising if accounts have been located for each record sent, funds have been withheld, and when those funds will be remitted to CDTFA.
4. Hold captured funds in the debtor's account for **ten** calendar days from date of receipt of the electronic levy before submitting payment to CDTFA, in accordance with Code of Civil Procedures (CCP) [701.030](#).
5. Notify the debtor and any other person listed on the accounts that you are holding funds according to a levy received and the date that you will transmit the funds to CDTFA.
6. Process our modification requests daily (electronically or by paper).
7. Waive any levy processing fee if the release file indicates that we issued the levy in error.
8. Submit payment for electronic levies by funds transfer to CDTFA via the Automated Clearing House (ACH) network.
9. Participate in system testing with CDTFA and to provide mockup customer data for testing. Generally, we test all possible ANSI ASC X9 response codes in our system before implementing electronic levies with new financial institutions.

### CDTFA AGREES TO THE FOLLOWING:

1. Provide a levy request file of qualified debtors subject to attachment to financial institutions Monday through Friday. If state holidays are on a weekday, the request file will be sent the following business day.
2. Accept and process the response file returned from the financial institution.
3. Provide such information as needed for the financial institution to comply with this enrollment, consistent with applicable statutes.
4. Confirm only debtor data we provide on the electronic levy file as information belonging to clients for whom we issued a valid and proper levy.
5. If the financial institution returns the response file indicating the completed results for all records contained in the electronic levy and remittance for matched records, the financial institution is deemed to have fully complied with its obligations regarding those electronic levies. In addition, we agree to release and hold harmless the financial institution of any liability for a failing to match data due to errors including but not limited to misspelled names, titles, legal capacity, and transposed numbers.
6. The data contained in any electronic levy file submitted by the financial institution will be used solely for the purpose intended as it relates to issuing a levy.
7. Use all reasonable efforts to transmit all files electronically. However, CDTFA reserves the right to send levies by U.S. Mail and facsimile as needed. California is a community property state that issues community property (spousal) levies and, at this time, CDTFA may continue to send spousal levies by mail or facsimile.

You enroll in this program with the understanding that your financial institution will maintain the privacy of your debtors' records and will not provide account numbers or any other information that may be deemed to be private. You will not confirm or deny a client's address or other debtor information.

## ENROLLMENT PERIOD

Enrollment remains in effect from the date you sign and accept CDTFA-1155. To end or change your enrollment, you must complete a new enrollment form and select *Change enrollment* in the *Action* box. Then, submit it to [eLevy@cdtfa.ca.gov](mailto:eLevy@cdtfa.ca.gov).