



**Administrative Offices**

1102 Q Street  
Sacramento, CA 95811  
916-321-2800

Equal Opportunity Employer

**Human Resources**

2810 O Street  
Sacramento, CA 95816  
916-556-0299

**Mailing Address**

P.O. Box 2110  
Sacramento, CA 95812

To All SacRT Employees,

As previously noted, SacRT will be reimbursing all employees for any bank fees incurred related to the February 9th bank deposit issue. Attached, please find a Reimbursement Request form with instructions. We have endeavored to make this process as simple as possible, but if you need any assistance with the form or have any questions, please contact myself or Paul Selenis directly. *A copy of this notification and the request form are also available on Headways.*

Additionally, we have worked with our banking partners to identify the root cause of this bank error. The error occurred when a single deposit correction initiated by SacRT was incorrectly applied by the bank to the entire ACH transmittal. To avoid this bank error in the future, the bank has implemented changes to the process on their end, and as an extra precaution, SacRT is implementing an additional internal verification step. They are also waiving all fees associated with the reversed transaction and we are working with them to cover banking fees that may have been incurred by SacRT employees as a result of this bank error.

Again, my sincere apologies to everyone who was impacted by this. Your understanding and cooperation has been greatly appreciated.

Thank you,

Jason Johnson  
VP of Finance/CFO

Sacramento Regional Transit District  
**Bank Fee Reimbursement**

Accounting Date Stamp

Employee/Retiree No.	<b>I N V O I C E</b>	Date	Bank Name	Amount
Full name and address of Payee:				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
Do Not Use This Space		<b>Total</b>		\$

**Description**

Fifteen (15) characters only

Bank Fees

**General Ledger #**

**Cost Center #**

690014

45

This section is for Finance use only:

Date

Authorized Finance Signature

VP, Finance/CFO  
Approval

**Explanatory Remarks:**

If you are an active SacRT employee or retiree who incurred reimbursable bank fees related to the February 9, 2024 ACH deposit reversal, please follow the instructions below:

1. **Collect supporting documents:** This includes bank statements or snapshots of account fees (redact confidential/sensitive information). Please note that digital copies are acceptable if they are clear and legible.
2. **Complete this reimbursement form:** *Enter information in the shaded areas only: employee or retiree number, full name, mailing address, date, bank name and amount of fees.*
3. **Submit form and supporting documents:** Note: Failure to provide complete and clear supporting documentation may result in delays in processing your reimbursement request.
  - a. **You can submit your form by any of the following methods:**
    - Electronically – email to [accountspayable@sacrt.com](mailto:accountspayable@sacrt.com)
    - Mail – address mail to Sacramento Regional Transit District, Attn: Accounts Payable, P.O. Box 2110, Sacramento, CA 95812
    - In Person – 1102 Q Street, Suite 3200, Attn: Accounts Payable
4. **Confirmation and Processing:** Upon receipt of your reimbursement request, the Accounts Payable team will review the documents and process the reimbursement. You will receive confirmation once the reimbursement has been approved and scheduled for payment.
5. **Contact Information:** For questions or assistance regarding this reimbursement request, please contact Paul Selenis, Director, Accounting and Treasury, at 916-533-1896 or [pselenis@sacrt.com](mailto:pselenis@sacrt.com).

Reimbursement checks will be mailed to the payee addressed above.