

**Authorization Form: Direct Deposit**

Please print and **complete ALL the information below.** We **WILL NOT** process forms with missing information.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_\_) \_\_\_\_\_

Home Telephone: (\_\_\_\_\_) \_\_\_\_\_

Your Child Support PIN Number: \_\_\_\_\_

(Contact your Child Support Agency if you do not know your PIN)

Social Security Number: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

(See sample check or contact your bank for the routing number)

Bank Account Number: \_\_\_\_\_

(See sample check or contact your bank for the account number)

Account Type:  Checking  Savings (Check One)

Bank Name: \_\_\_\_\_

Bank City/State: \_\_\_\_\_

I want to:  Sign up for Direct Deposit  Change My Account  Cancel Direct Deposit (Check One)

**I agree:** (Check One)

- The whole amount of my direct deposit payment **will NOT** be moved to an account **outside the United States.**
- The whole amount of my direct deposit payment **will** be moved to an account **outside the United States.**

**Note:** By signing this form you authorize the WI Support Collections Trust Fund (WI SCTF) to initiate payments to the above account. You may check the date your payments were processed by the WI SCTF online at [childsupport.wisconsin.gov](http://childsupport.wisconsin.gov) or by calling the WI Support Collections Trust Fund at the phone numbers listed above.

It takes at least 2 business days from the date the WI SCTF processes your payment for your bank or credit union to credit a direct deposit payment to your bank account. It is very rare, but there might be further delays in the direct deposit of support payments. We recommend that you confirm the direct deposit with your financial institution to be sure the deposit transaction is complete. You must call your Child Support Agency or the Trust Fund to stop direct deposit.

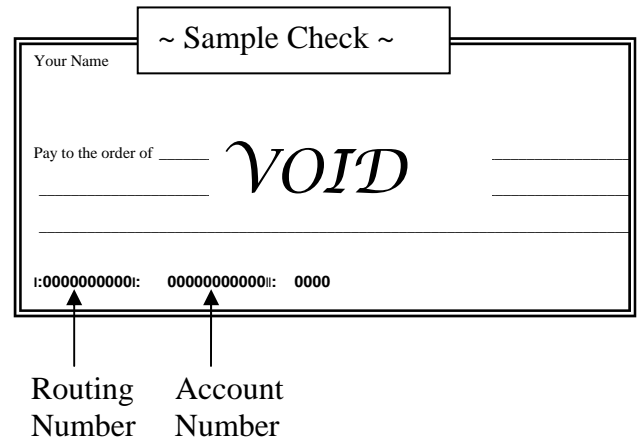
**You are responsible for ensuring that there are adequate funds in your account before withdrawing funds. The Department of Children and Families and its vendors are not liable for overdraft fees and charges.**

Please sign and date this form, then mail it to the address at the top of the form.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Important**  
You **must** include a copy of your check showing the account and routing numbers.  
Write "Void" across your check



**Office Use Only:** Sent By: \_\_\_\_\_ Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_ Entered By: \_\_\_\_\_

## **IMPORTANT NOTICE**

### **Debit Card Enrollments Between January 1, 2013 And February 6, 2013**

The Wisconsin child support program uses electronic disbursements for child support related payments which includes child support, alimony, family support and past-due support. The two electronic disbursement methods available to you are direct deposit into a designated checking/savings account or enrollment into the Wisconsin Child Support debit card program. If you do not sign up for Direct Deposit, which is the most frequently used payment method, child support payments are automatically "loaded" onto a debit card which you may use for purchases, cash back or for cash withdrawals at ATM machines.

On February 7, 2013 the Wisconsin Child Support Program is changing our debit card vendor to EPPIC Debit MasterCard. To prevent the possibility of newly enrolled child support debit card customers from being enrolled in two different debit card programs within 40 days of the change-over the Wisconsin Child Support Program will be issuing paper checks to you during our transition period - January 1, 2013 through February 6, 2013.

You will be enrolled automatically into the Wisconsin EPPIC Debit MasterCard program, if you have not already signed up for Direct Deposit, upon receipt of your next child support payment on or after February 7, 2013. This enrollment could result in a 7 to 10 day delay in you being able to access your payment on the new card. The delay is necessary in order to provide EPPIC the time to create and mail your Wisconsin EPPIC Debit MasterCard.

If you are concerned about a delay in accessing your funds during enrollment in the Wisconsin EPPIC Debit MasterCard, you can sign up for direct deposit prior to February 7, 2013. Direct deposit is a great alternative to the Wisconsin EPPIC Debit MasterCard and payments received after your direct deposit application has been processed will be deposited directly into your account.

If you have a checking account, complete the direct deposit application on the back of this letter, attach a voided check (not a deposit slip) and send to the address found on the top left hand corner of the direct deposit application.

If you only have a savings account you can still enjoy the ease and security of direct deposit. Complete the direct deposit application and attach a letter from your financial institution that provides your savings account number and the financial institution routing number. **This letter must be prepared by your financial institution and must be printed on their letterhead.** Mail the completed form along with the letter from your financial institution to the address found on the top left hand corner of the direct deposit application.

If you have any questions regarding the application you may call the KIDS Info Line, (800) 991-5530 toll free or TDD (877) 209-5209 toll free, weekdays, 8:00 a.m. – 5:00 p.m. (CST), and speak to a customer service representative.

DCF is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternative format, or need it translated to another language, please call (608) 266-9909 or (800) 947-3529 TTY (toll free).