

Commonwealth of Virginia
Department of Social Services
Temporary Assistance for Needy Families (TANF)

Request for Change of Issuance Method

I am currently receiving my Temporary Assistance for Needy Families (TANF) benefits through the following issuance method:

Check

Debit Card

Direct Deposit - Account Name: _____

Account Number: _____

Account Type: Checking Savings

I would like to begin receiving my TANF benefits through the following issuance method:

Check

Debit Card

Direct Deposit (will require completion of a Direct Deposit Enrollment Authorization form)

Client's Signature: _____

Date: _____

Please be aware that it may take up to 30 days from the date the agency receives this request for the new issuance method to begin.

Request for Change of Issuance Method

FORM NUMBER – 0032-03-0996-00-eng (7/08)

PURPOSE OF FORM – The form provides written information that the client has requested a change in the issuance method for his/ her TANF benefits.

USE OF FORM – The form is provided to the client when he/ she requests a change in the issuance method for the TANF benefits. Note: the client may provide a written statement with all of the information that appears on the form. In those instances, the written statement will replace the form.

NUMBER OF COPIES – Original and 1 copy.

DISPOSITION OF COPIES – The original will be placed in the client's TANF case file and a copy will be given to the client.