



Commonwealth of Virginia  
 Department of Social Services  
 Division of Child Support Enforcement

STATE DISBURSEMENT UNIT - EFT  
 PO BOX 28897  
 RICHMOND, VA 23228-8897  
<http://www.dss.virginia.gov/family/dcse/>  
 1-800-468-8894

### DIRECT DEPOSIT AUTHORIZATION

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

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

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

This is a:

- New Request       Change Bank Accounts       Request DCSE cancel my direct deposit.  
 I am closing my case.

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

Case Number: \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Account Type:  Checking  Savings      Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Detach this page from the application and send this completed form, along with either:  a voided check,  deposit slip,  bank statement with your name and bank account number or  an Account Verification form prepared by your bank with your name and bank account number preprinted on the form to: **Division of Child Support Enforcement/SDU, Attn: EFT Disbursement Unit, P.O. Box 28897, Richmond VA 23228-8897 OR Fax To: 804-726-7955**

I authorize the Division of Child Support Enforcement to make deposits to this bank account until I change this authorization.

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

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

Please allow DCSE 15-30 days to process a Direct Deposit request. The Division will notify you when your request is set up. Direct Deposit will start 15 days after pre-notification. Funds will be available, in most instances, for use within 2 business days after DCSE applies the payment to your case. If you have questions, please contact the Enterprise Customer Service Center at 1-800-468-8894.

NOTICE: Federal law requires all people subject to child support orders to provide their social security numbers. We take your privacy very seriously. Social security numbers are kept in the case records and are only used to locate parents to establish paternity and establish, modify, and enforce support obligations.