

DIRECT DEPOSIT ENROLLMENT AUTHORIZATION

Direct Deposit, also known as electronic funds transfer, allows the Department of Social Services (DSS) to electronically deposit your TANF payments directly into your checking or savings account.

Why should I sign up for Direct Deposit?

- You will get your money faster because mailing is eliminated.
- You do not need to make extra trips to the bank or wait in long lines.
- Your check cannot be lost or stolen.

How does Direct Deposit work?

Each month when your TANF check is ready to be mailed to you, DSS will electronically deposit funds directly into your checking or savings account.

Who can sign up for Direct Deposit?

Each TANF case that has a checking or savings account may be signed up for Direct Deposit.

Bank Fees

While Direct Deposit is free, some banks charge fees for accounts. Make sure you understand the guidelines and fees that will apply to your account.

How do I sign up for Direct Deposit?

Fill out Section 1. Bring this completed form and a voided or cancelled check or a bank letter of verification on its letterhead or a recent bank statement, either documentation with your name, account number and bank routing information to your interview with your eligibility worker. Section 2 must be completed by the bank if you do not have the voided check, bank letter, recent bank statement or if you want your benefits direct deposited to your savings account.

When will my Direct Deposit start?

DSS will notify you when your request is set up. Your Direct Deposit will start within 30 days after the bank tells DSS that your account is valid.

How do I stop Direct Deposit?

You must notify your local DSS in writing or you may request the Direct Deposit Cancel Request form at your DSS agency. If you notify the agency in writing, include your name, address, date, and social security number. Allow 30 days from the day the agency receives the request for your Direct Deposit to stop.

How many Direct Deposit accounts can I open?

A TANF case can only have one Direct Deposit account at a time. All payments will go into the one account until Direct Deposit is stopped.

The case name on the TANF case has to be on the checking or savings account.

SECTION 1 (TO BE COMPLETED BY PAYEE/CASE NAME)

NAME OF PAYEE (last, first, middle initial)		TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
ADDRESS (street, route, P.O. Box)		ACCOUNT NUMBER:	
CITY STATE ZIP CODE		SOCIAL SECURITY NUMBER: --- ---	
HOME PHONE #		WORK PHONE #	
I hereby authorize the _____ Department of Social Services to make deposits to this bank account. DSS may make deposits to this account until I cancel this authorization.			
Must attach one of the following: <input type="checkbox"/> I have attached a voided or cancelled check with my name and bank account number preprinted by the bank.			
SIGNATURE		DATE	

SECTION 2 (TO BE COMPLETED BY THE BANK IF A CANCELLED, VOIDED CHECK, BANK LETTER, OR RECENT BANK STATEMENT IS NOT ATTACHED OR IF ARRANGING DIRECT DEPOSIT TO A SAVINGS ACCOUNT)

NAME AND ADDRESS OF FINANCIAL INSTITUTION	ROUTING NUMBER	
	ACCOUNT NUMBER	
Name(s) on the Account		
PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE	TELEPHONE NUMBER DATE

ENROLLMENT AUTHORIZATION AGREEMENT INSTRUCTIONS

FORM NUMBER - 032-03-0672-04-eng

PURPOSE OF THE FORM - The form authorizes electronic deposit of funds into the client's bank account. The form explains TANF Direct Deposit. Section 1 of the form records the client's name, address, city, type of bank account, bank account number, bank routing number, social security number, home telephone number, work phone number and the client's signature.

Section 2 of the form records information for the name and address of the bank, routing number of the bank, names on the account, bank representative name and signature and the date. A bank representative must complete Section 2 of the form if the client does not have a voided check, bank letter of verification on its letterhead or a recent bank statement, either documentation with the client's name, account number and bank routing information, or wants benefits direct deposited in to a savings account.

USE OF FORM – The information is used to process a Direct Deposit request. The form must be signed by the client before Direct Deposit can be processed. A voided check or deposit slip must be attached to the completed form.

NUMBER OF COPIES – Original and 1 copy.

DISPOSITION OF COPIES - Original will be put into client's record and a copy is given to the client.