

TEXAS Child Support Disbursement Unit DIRECT DEPOSIT Application

DIRECT DEPOSIT

Child support payments you receive from the TEXAS CHILD SUPPORT DISBURSEMENT UNIT (TXCSDU) may be sent to you by direct deposit.

If you want all payments you receive from the TXCSDU to be directly deposited to your financial institution, complete the *Direct Deposit Application* using the following instructions. With the exception of your signature, type or print the requested information.

If you need help with completing the *Direct Deposit Application*, contact the TXCSDU between 8:00 a.m. and 5:00 p.m., Monday through Friday, at 1-800-252-8014. You may also request assistance from your financial institution in completing the form.

Return the form to: TEXAS CHILD SUPPORT DISBURSEMENT UNIT, P.O. BOX 659400, SAN ANTONIO, TX 78265

Keep these instructions and a copy of the completed form for your records.

If you do not provide all the information requested, the TXCSDU may not be able to process your application.

FREQUENTLY ASKED QUESTIONS ABOUT DIRECT DEPOSIT

1. How secure and reliable is direct deposit?

Direct deposit is very safe and reliable. It allows money to be electronically transferred from the TXCSDU bank account to your financial institution. Direct deposit eliminates the possibility of lost or stolen checks. With direct deposit, there are no mail delays and no check cashing fees to pay.

2. What do I do if I change financial institution or close my account or move?

If you change banks or close your account and want to discontinue direct deposit, you must call 1-800-252-8014 for a TXCSDU authorization form. Failure to do so may result in disruption of service.

3. How do I sign up for direct deposit?

To sign up for direct deposit, complete the attached *Direct Deposit Application*. Instructions are at the top of this form to assist you in completing this application. Make sure you include the financial institution routing number, account number, account type and a deposit slip or voided check with your application.

4. How long does it take to set up direct deposit?

Once the TXCSDU receives your application for direct deposit, please allow thirty (30) days for the conversion from check to direct deposit.

5. How will I know when my payments are being paid by direct deposit instead of by check?

Using your CIN # you can verify whether the TXCSDU has sent a payment to your financial institution via direct deposit. You can call the *Payment Information Line* at 1-800-252-8014. In most cases, funds will be available in your bank account two to three business days after the payment is received at the TXCSDU.

6. Will I be notified when money is deposited in my account?

The TXCSDU will not send you a notice each time a payment is deposited to your account. You can verify that a payment was deposited to your account by calling 1-800-252-8014 and/or your financial institution automated system.

Please Mail Form to:
TXCSDU P.O. Box 659400
San Antonio, TX 78265
For Additional Information Call:
1-800-252-8014

TEXAS CHILD SUPPORT DIRECT DEPOSIT Authorization Form

Please attach Voided Check or Deposit Slip and Sign the bottom of this form prior to Mailing Back to:

TXCSDU P.O. Box 659400
 San Antonio, TX 78265

Please Print or Type

1. Name of Payee: (last, first, middle)	
2. Name of Payor: (last, first, middle) <i>Non-Custodial Parent</i>	
3. County Processing Child Support Payment:	
County:	Cause #:
4. Payee Address: (Number and Street) City, State, and Zip Code	
5. Payee Telephone Numbers:	
Work: ()	
Home: ()	
6. Payee Social Security Number:	
7. Direct Deposit Action Requested: (CHECK ONE)	
Start _____	
Change _____	
Stop _____	
For accuracy we encourage verification by your financial institution for items 8-11.	
8. Account Type:	
Checking _____	
Savings _____	
9. Account Number:	
10. Transit/Routing Number: (9 Digits)	
11. Name of Financial Institution:	
Mailing Address:	
Telephone: ()	
12. Signature:	Date:
<i>Signature above signifies agreement with terms and conditions on the reverse side of this form.</i>	

By signing this authorization, form I consent to the policy of the Office of the Attorney General for recovering money sent to me in error. Money sent to me in error, NOT repaid within 30 days of notice of overpayment, will be withheld from future child support payments.

I authorize the financial institution to accept the deposit for my account and to make adjustments to my account to correct any error relating to the deposit.

This authorization will remain in effect until revoked by me in writing or canceled by the financial institution and supercedes any existing instructions concerning my child support direct deposit. I also understand that I have a responsibility to provide a written request to discontinue the deposit. To discontinue direct deposit and provide a mailing address for future payments I must call 1-800-252-8014 to request an authorization form. The authorization form should be returned to the TXCSDU, P.O. Box 659400, San Antonio, TX 78265.

I agree that the TXCSDU will have no responsibility for personal checks written against my account prior to the funds being available in my account, and my account will be administered in accordance with the rules and regulations of the financial institution.

WARNING: This is a governmental document. Texas Penal Code, Section 37.10, specifies penalties for making false entries or providing false information in this document.