



Clyde L. Reese, Esq. Commissioner

Georgia Department of Human Services • Division of Child Support Services • Keith Horton, Director
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DIVISION OF CHILD SUPPORT SERVICES

To have child support sent directly to your checking account, please read, complete and print this form. Include a voided check with your form. Mail both the voided check and this form to your local Child Support Services office.

Note: Child Support can direct deposit to checking or savings accounts.

Section 1:		Authorization Agreement for Direct Deposit of Child Support Payments	
I authorize Child Support Enforcement (DCSS) to deposit my child support payments directly into my checking or savings account. DCSS is also authorized to adjust any over/under deposit it has made to my checking or savings account. I understand the deposits/adjustments will be made electronically by ACH transactions and I must allow the Federal Reserve two workdays from the disbursement date to have the funds available to my financial institution. I also understand the following: It is my responsibility to provide correct routing and account information for ACH transmissions by attaching a voided check or financial institution printout to this authorization. DCSS does not pre-note to verify my information. I will immediately notify DCSS if my banking information changes. I must submit a new authorization form to change my direct deposit. I can stop my direct deposit by notifying the DCSS Hotline or local office. I must notify the DCSS local office of any changes to my address. I must include my name and case number on all correspondence regarding direct deposit. The DCSS Hotline and web site provide the date the DCSS system disbursed my payment; I must verify with my financial institution when the payment is posted to my account and funds are available for withdrawal.			
By signing below I signify that I have read and agree to all of the conditions listed above.			
Signature: _____		Date Signed: _____	
PLEASE TYPE OR LEGIBLY PRINT ALL INFORMATION BELOW IN INK			
Section 2:		CUSTODIAL PARENT INFORMATION	
Name: (As it appears on your GA DCSS check)		GA DCSS Case Number:	
Social Security Number:		Additional GA DCSS Case Numbers:	
Mailing Address:			
City:		State:	Zip:
Daytime Telephone:		Email:	
Section 3:		FINANCIAL INSTITUTION INFORMATION	
Name of financial institution:			
Routing Number	Account Number	Account Type: [] Checking [] Savings	
City:		State:	Telephone:
Section 4:		For DCSS use ONLY	
Date received:	Date input:	Initials:	
Date verified	Initials:		

Please verify all information then, mail this completed form and a void check/financial institution printout to the local DCSS office. Check here if this is a bank card only account . _____

Direct_Deposit_Request-web

Revised August 31, 2011