

AUTHORIZATION AGREEMENT

for Direct Deposit of Support Payments

Name _____

Social Security # _____

Home Phone _____

Work Phone _____

Name of Bank _____

Address _____

Bank's Phone # _____

Type of Account: Checking Savings

Bank routing #

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(Usually in far left bottom corner of your check. Call your bank if you have questions.)

Checking/Savings Account # _____

I hereby authorize the Bureau for Child Support Enforcement to make deposits to the account listed above. If funds are mistakenly deposited into the account listed above, I authorize the BCSE to debit the amount from my account or from future payments.

This authorization shall remain in full force and effect until the BCSE receives written notification from me to cancel the authorization. I understand that it is my responsibility to submit a Notification of Change form to BCSE if my banking information changes in any way.

Signature _____

Date _____

__ Check here if this is a **CHANGE** & verify old account number: _____

Child Support

Hotline

1-800-249-3778

Kanawha County

(304) 558-4665



**WEST VIRGINIA
DEPARTMENT OF
HUMAN
SERVICES**

Developed by the
Bureau for Child Support Enforcement
350 Capitol Street, Room 147
Charleston, WV 25301
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**WEST VIRGINIA
DEPARTMENT OF
HUMAN SERVICES**

*Bureau for
Child
Support
Enforcement*

Direct Deposit



dhhr.wv.gov/BCSE

Direct Deposit Authorization Form

What is Direct Deposit?

Direct Deposit, also known as electronic funds transfer, authorizes the Bureau for Child Support Enforcement (BCSE) to electronically deposit your support payments directly into your account.

What are my payment options?

Paper checks are no longer issued by the BCSE. Instead of mailing your support, the BCSE will load your support amount onto a VISA Debit Card or you can choose to have your support deposited directly into your checking/savings account.

If you choose Direct Deposit instead of the Debit Card, please complete the form on the back. If we do not receive your application for Direct Deposit, you will be issued a Debit Card.

How does it work?

When a payment is posted to your support case, BCSE electronically tells your bank to credit your account. In most instances, the payment will be received within 48 hours after BCSE applies the payment to your case.

How do I sign up for Direct Deposit?

Fill out this Authorization Form, attach a voided check or savings withdrawal/deposit form from your account and mail to:

WV BCSE
Central Financial Unit
350 Capitol St., Room 147
Charleston, WV 25301

When will my Direct Deposit start?

Direct Deposit will usually start within 20 days after we receive your authorization and voided check or savings withdrawal/deposit forms.

How do I stop Direct Deposit?

You must notify us in writing. Send a letter at the address listed or you can fax a letter to 304-558-1503. Please be sure to include your Social Security number. Should you stop Direct Deposit, you will then be issued a Debit Card.

What if I change or close my bank account?

You must complete a new authorization form each time you change your banking information. If you want to close your bank account, you should first stop Direct Deposit to avoid delays in receiving your payment.

How do I know when I've received a Direct Deposit payment?

To learn if a payment has been credited to your bank account, you may contact your bank, call the BCSE automated voice response toll-free 24 hours a day, 7 days a week, at 1-800-249-3778 (304-558-4665, Charleston area), or visit the BCSE website at:

dhr.wv.gov/BCSE

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This authorization applies to all support cases for which you receive services of the BCSE. All support will be direct deposited into ONE account only.

IMPORTANT:

You must attach a voided check or savings withdrawal/deposit form to this form for verification of account information.

PLEASE KEEP A COPY FOR YOUR RECORDS.