

**STATE OF WEST VIRGINIA  
DEPARTMENT OF HUMAN SERVICES  
BUREAU FOR CHILD SUPPORT ENFORCEMENT**

**DIRECT DEPOSIT INFORMATION AND 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.

**Why should I sign up for Direct Deposit?**

When your support payment is deposited directly into your account, you get your money faster because mailing is eliminated. You do not need to make extra trips to the bank or wait in a long line. Most importantly, your check cannot be lost or stolen.

**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 fax to 304-558-1503, or 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 form. BCSE will notify you when Direct Deposit begins.

**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.

**What if I change or close my bank account?**

You must complete a new authorization form each time you change your banking information.

**How do I know when I have received a Direct Deposit Payment?**

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

<https://apps.wv.gov/DHHR/SPI/login.aspx?ReturnUrl=/dhhr/spi/default.aspx>

**This authorization applies to all support cases for which you receive services of the BCSE.**

All support is deposited directly into **ONE account only.**

**IMPORTANT: You must attach a voided check or a Savings withdrawal/deposit form to this form for verification of account information.**

**PLEASE KEEP A COPY  
FOR YOUR RECORDS**

**Authorization Agreement for Direct Deposit of Support Payments**

Name \_\_\_\_\_

Social Security # \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

Type of Account: Checking  Savings

Bank Routing #

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

Checking/Savings Account# \_\_\_\_\_

(On the bottom of check between the routing number and the check numbers. Call your bank if you have questions.)

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 BCSE to debit the amount from my account or from future payments. This authorization shall remain in full force and effect until BCSE has received 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** and verify old account number: \_\_\_\_\_