



Direct Deposit Form

What is Direct Deposit? Direct Deposit is a method of electronic funds transfer (EFT). You authorize the Kansas Payment Center (KPC) to deposit your support payments directly into your checking or savings account. KPC can work with banks or credit unions.

How does Direct Deposit work? When a payment is applied to your support case(s), KPC sends it to your bank. Normally your bank will credit your account with the money a few days after KPC applies the payment to your case(s). For more information, you may call your bank, visit our website at www.kspaycenter.com, or call the KPC at 1-877-572-5722

How do I setup Direct Deposit? Below are the directions for both Checking and Savings accounts:

Checking: (2 options)

- **Option A.** Complete Section 1; complete Section 2 except for Representative's name and signature, and include a VOIDED, PRE-PRINTED CHECK (no starter checks). If you are unable to provide a voided check please complete Option B
- **Option B.** Complete Section 1 then take or fax this form to your bank and have a representative of the bank complete and sign Section 2

Savings: Complete Section 1, and Section 2 except for Representative's Name and Signature.

****Once you have completed this form please submit to the Fax number or Address listed at the bottom of this form.****

****Please be advised that once we receive and process this form, it will take 10 days to be effective****

Section 1 PLEASE USE BLACK INK

YOUR NAME <i>(last, first, middle initial)</i>		
ADDRESS <i>(Street, Route, P.O. Box)</i>		
CITY	STATE	ZIP CODE
DAYTIME PHONE NUMBER	PLEASE CIRCLE ONE HOME WORK CELL	

SSN

<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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I authorize the KPC to make deposits to the account listed below. The KPC may make deposits to this account until I cancel the authorization and the KPC has time to process the cancellation. If funds are mistakenly deposited into my account, I authorize the KPC to deduct the amount of the error from my account

SIGNATURE	DATE
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Section 2

NAME, ADDRESS, & PHONE NUMBER OF FINANCIAL INSTITUTION

To be filled out by Bank Representative

I confirm the identity of the above-named payee and the below listed account number and routing number and to be in the correct format to properly post to the account. As a representative of this financial institution, I certify that the financial institution agrees to receive and deposit the payment from the KPC.

PRINT OR TYPE REPRESENTATIVE'S NAME	
SIGNATURE OF REPRESENTATIVE	
TELEPHONE NUMBER	DATE

CHECKING SAVINGS

ROUTING #

ACCOUNT #

I request my previous Direct Deposit account be cancelled immediately.

Note: This section is only used if you are changing from one bank account to another. If this box is not checked, your previous bank account will remain active until the new Direct Deposit takes effect (10 days). If you choose to end all direct deposit instructions you will automatically be enrolled in the KPC debit card program when the next payment is disbursed to you.

Contact Information:	Mail: Kansas Payment Center PO Box 750080 Topeka, KS 66675-0080	Fax: 785-232-7533	E-Mail: dcf.contactKPC@ks.gov
		PH: 877-572-5722	