

Postage  
Required  
Post Office will  
not deliver  
without proper  
postage.



DIVISION OF CHILD SUPPORT  
**ATTENTION: EFT DISBURSEMENTS**  
PO BOX 9010  
OLYMPIA, WA 98507-9010



# Child Support Direct Deposit

*How to  
receive  
child support  
payments  
more  
conveniently!*

## Direct Deposit

Direct Deposit is a secure and convenient way to receive child support payments. Direct Deposit of child support payments allows the Division of Child Support (DCS) to send money electronically to a parent's checking, savings account, or to the DCS Card.

### How does it work?

When a payment is posted to your child support case, DCS electronically tells your bank to credit your account. The payments are deposited to your account within three business days after DCS posts the payments to your case.

### How do I sign up?

Fill out the authorization form and mail it to DCS.

### When will my direct deposit start?

It takes about 20 days from the date we receive your authorization for DCS to set up the deposit with your bank. DCS mails a notice telling you when the deposit starts.

### How do I know I have a payment?

DCS mails you a monthly deposit notice for payments sent to your bank. Call us at 800-442-KIDS or go to our web site at [www.dcsonline.dshs.wa.gov](http://www.dcsonline.dshs.wa.gov) to see when a payment posts to your case(s).

### How do I change my Direct Deposit?

Send DCS a new authorization form with your new account information.

Call us at 800-468-7422 to ask for a form or print the form off the DCS web site at: [www1.dshs.wa.gov/pdf/publications/22-078.pdf](http://www1.dshs.wa.gov/pdf/publications/22-078.pdf).

### Direct Deposit Questions?

Call DCS at 800-468-7422 or write to:

DCS  
Attn: EFT Disbursements  
PO Box 9010  
Olympia, WA 98507-9010

Tape Closed Here Before Mailing

## Direct Deposit Authorization Form

☐ I want a DCS Card

☐ I want direct deposit to my bank account listed below

Name First		Middle Initial	Last	
Mailing Address			Apt. #	
Coty		State	Zip	
Home Phone ( )	Daytime Phone ( )	Social Security Number	Date of Birth	MM / DD / YY
Signature (Required)			Date	

Enter information below if you selected direct deposit to your bank account. Please attach a voided check.

Bank Name	Branch Phone Number	Bank Routing Number	Bank Account Number
<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Please update my address in the child support system to the one listed above	

## The Division of Child Support (DCS) is changing the way we send out child support payments!

To increase efficiency, child support payments will be sent by Electronic Funds Transfer (EFT) directly to your checking or savings account or to a DCS Stored-Value VISA debit card called the *DCS Card*. The *DCS Card* can be used at millions of locations where VISA is accepted or at an ATM machine. You do not need to qualify for a VISA card or have your own bank account to get a *DCS Card*. You will get more information about how the *DCS Card* program works when your card is mailed to you.

For your added security and convenience, please choose one of the options above. To receive your child support payments electronically, sign and return this form to DCS, P.O. Box 9010, Olympia, WA 98507-9010, or fax it to 360-664-5109. In most cases, child support payments are available in your bank account or on your *DCS Card* within 3 business days after DCS applies them to your case. For more information about electronic payments, you may call 1-800-468-7422 or visit our website: [www.dshs.wa.gov/dcs](http://www.dshs.wa.gov/dcs)

If direct deposit does not work for you, you can ask for a DCS VISA debit Card. You do not need to have a bank account to get a *DCS Card*.