Commonwealth of Virginia
Department of Social Services
Division of Child Support Enforcement

PO Box 586
Richmond, VA 23218
http://www.dss.virginia.gov/family/dcse/
1-800-468-8894

DIRECT DEPOSIT AUTHORIZATION

Date: _____

Name: _____
Address: _____
_____

This is a:

☐ New Request ☐ Change Bank Accounts ☐ Request DCSE cancel my direct deposit. I am closing my case.

Social Security Number: _____

Case Number: _____

Bank Name: _____

Home Phone _____ Work Phone _____ Cell Phone _____

Account Type: ☐ Checking ☐ Savings Account Number _____ Routing Number _____

Detach this page from the application and send this completed form, along with either: ☐ a voided check, ☐ deposit slip, ☐ bank statement with your name and bank account number or ☐ an Account Verification form prepared by your bank with your name and bank account number preprinted on the form to: **Division of Child Support Enforcement/SDU, Attn: EFT Disbursement Unit, P.O. Box 586, Richmond VA 23218-0586 OR Fax To: 804-726-7955**

I authorize the Division of Child Support Enforcement to make deposits to this bank account until I change this authorization.

Signature: _____ Date: _____

Print Name: _____

Please allow DCSE 15-30 days to process a Direct Deposit request. The Division will notify you when your request is set up. Direct Deposit will start 15 days after pre-notification. Funds will be available, in most instances, for use within 2 business days after DCSE applies the payment to your case. If you have questions, please contact the Enterprise Customer Service Center at 1-800-468-8894.

NOTICE: Federal law requires all people subject to child support orders to provide their social security numbers. We take your privacy very seriously. Social security numbers are kept in the case records and are only used to locate parents to establish paternity and establish, modify, and enforce support obligations.