

## How Does Direct Deposit Work?

- A checking or savings account at bank or credit union is required
- Wisconsin Support Collections Trust Fund (WI SCTF) deposits money into your personal account
- You are notified by mail when a support collection is processed by the WI SCTF
- Direct Deposit funds generally are available two business days from the date the WI SCTF processed the payment.

When you receive your notification the first time, check it for accuracy. If something is incorrect, call the WI SCTF phone number listed below:



**Wisconsin CARES About KIDS**  
WI Support Collections Trust Fund

For more information contact WI SCTF:

Metro Milwaukee (414) 615-2400

Outside Metro Milw (800) 991-5530

TDD (877) 209-5209

## SIGN UP TODAY!

Please fill out the required **Authorization Form** on the reverse side of this brochure and mail to:

WI SCTF

P.O. BOX 07914

Milwaukee, WI 53207-0914

Once your authorized form is received, Direct Deposit will be implemented immediately. Deposit will continue until you stop or change your service.

A Service for People Who Receive Support Payments

Brought to you by:

The Wisconsin Support Collections Trust Fund

The Department of Workforce Development

Division of Workforce Solutions

Bureau of Child Support

## Child Support Direct Deposit



### DIRECT DEPOSIT

- **SAVES YOU TIME** -  
No waiting in line at your financial institution
- **IS CONFIDENTIAL** -  
A check passes through many more hands
- **IS CONVENIENT** -  
Don't have to be there for money to be deposited
- **OFFERS GREATER SECURITY** -  
No lost or stolen checks

WI SCTF

PO Box 07914

Milwaukee WI 53207-0914



Wisconsin CARES About KIDS  
WI Support Collections Trust Fund

TEL: 800-991-5530  
TDD: 877-209-5209

**Authorization Form: Direct Deposit**

Please print and complete ALL the information below. We **WILL NOT** process forms with missing information.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_) \_\_\_\_\_

Home Telephone: (\_\_\_\_) \_\_\_\_\_

Your Child Support PIN Number: \_\_\_\_\_

(Contact your Child Support Agency if you do not know your PIN)

Social Security Number: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

(See sample check or contact your bank for the routing number)

Bank Account Number: \_\_\_\_\_

(See sample check or contact your bank for the account number)

Account Type:  Checking  Savings (Check One)

Bank Name: \_\_\_\_\_

Bank City/State: \_\_\_\_\_

I want to:  Sign up for Direct Deposit

Change My Account

Cancel Direct Deposit (Check One)

**I agree: (Check One)**

The whole amount of my direct deposit payment **will NOT** be moved to an account outside the United States.

The whole amount of my direct deposit payment **will** be moved to an account outside the United States.

**Note:** By signing this form you authorize the WI Support Collections Trust Fund (WI SCTF) to initiate payments to the above account. You may check the date your payments were processed by the WI SCTF online at [childsupport.wisconsin.gov](http://childsupport.wisconsin.gov) or by calling the WI Support Collections Trust Fund at the phone numbers listed above.

It takes at least 2 business days from the date the WI SCTF processes your payment for your bank or credit union to credit a direct deposit payment to your bank account. It is very rare, but there might be further delays in the direct deposit of support payments. We recommend that you confirm the direct deposit with your financial institution to be sure the deposit transaction is complete. You must call your Child Support Agency or the Trust Fund to stop direct deposit.

**You are responsible for ensuring that there are adequate funds in your account before withdrawing funds. The Department of Children and Families and its vendors are not liable for overdraft fees and charges.**

Please sign and date this form, then mail it to the address at the top of the form.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

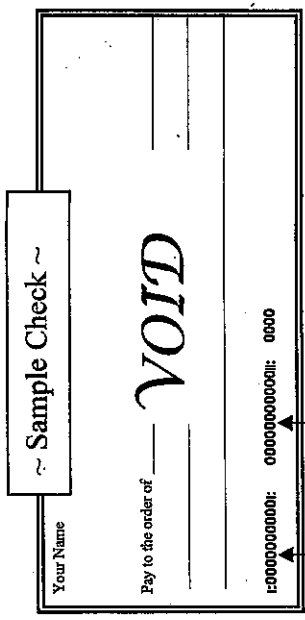
Office Use Only: Sent By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Entered By: \_\_\_\_\_

(R. 06/2011)

**Important**  
You must include a copy of your check showing the account and routing numbers.  
Write "Void" across your check



Routing Account  
Number Number