

## **PROCEDURES FILING DIRECT DEPOSIT**

The Clerk will verify if there is an existing case, and CHECK TO SEE IF DEPT. OF REVENUE IS A PARTY TO THE CASE.

**IF THE DEPARTMENT OF REVENUE IS IN THE CASE YOU CAN NOT DO DIRECT DEPOSIT.**

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**PLEASE BE SURE TO ANSWER ALL THE QUESTIONS AND FILL IN ALL THE BLANKS**

**MUST ATTACH A VOIDED CHECK TO THIS FORM**

Form will then be given to the Child support clerk for her to enter information into the CSE system. It usually takes 48-72 hours for the update, so any payments made the same day of this being filed will not be direct deposit.

**Child Support  
Direct Deposit Application**

**DIRECT DEPOSIT INFORMATION**

Child support payments can be sent to you by direct deposit.

If you want all payments you receive from the Florida State Disbursement Unit (SDU) to be directly deposited to your financial institution, complete the Direct Deposit Application using the following instructions. With the exception of your signature, type or print the requested information.

If you need help or further clarification, please contact your local depository, the Clerk's Office in which your child support case is filed.

Return the form to your local depository, the Clerk's Office in which your child support case is filed.

Keep these instructions and a copy of the completed form for your records. The original must be submitted with voided check or deposit slip.

If you do not provide all the information requested, the Clerk may not be able to process your application in a timely fashion.

**FREQUENTLY ASKED QUESTIONS**

**1. Who is eligible for this service?** You are - if you currently:

- Have a bank account,
- Receive payments from the Florida SDU, and
- Have a case that is not handled by the Department of Revenue.

**2. How secure and reliable is direct deposit?**

Direct Deposit is very safe and reliable. It allows money to be electronically transferred from the Florida SDU bank account to your financial institution.

- Direct Deposit eliminates the possibility of lost or stolen checks.
- With Direct Deposit, there are no mail delays and no check cashing fees to pay. Funds may be available sooner than a mailed payment.
- Avoid the inconvenience of a long line at the bank.
- Automatic deposit while you are on vacation, traveling on business or in the event that you are ill.

**3. What do I do if I change financial institutions or close my account or move?**

If you change banks or close your account and want to discontinue direct deposit, you must complete a new form.

**4. How do I sign up for direct deposit?**

To sign up for direct deposit, complete the attached Direct Deposit Application. Instructions are at the top of this form to assist you in completing this application. Make sure that you include the financial institution routing number, account number, account type and a voided check with your application.

**5. How long does it take to set up or change direct deposit?**

Please allow a maximum of 30 days for processing new information or updating existing information.

**6. How will I know when my payments are being paid by direct deposit instead of by check?**

Any payments received between the receipt of your authorization form and the start of the direct deposit will be mailed to you.

**7. Will I be notified when money is posted in my account?**

The local depository or Florida SDU will not send you a notice each time a payment is deposited to your account. You can verify that a payment was deposited to your account by:

- Logging on to [MyFloridaCounty.com](http://MyFloridaCounty.com)
- Calling Florida SDU VRU - 1-877-769-0251
- Local (Tallahassee area) 201-0140
- Calling your financial institution

**Direct Deposit Authorization  
Agreement for Automatic Deposits  
(ACH CREDITS)**

NAME \_\_\_\_\_  
(please print)      first      m.i.      last

CASE NO. \_\_\_\_\_  
(A separate form must be completed for each case)

LOCAL DEPOSITORY \_\_\_\_\_  
(County in which the case is filed)

DAY TIME PHONE (\_\_\_\_) \_\_\_\_\_

HOME PHONE (\_\_\_\_) \_\_\_\_\_

*I hereby authorize the local depository, the Clerk of the Circuit Court and/or Florida SDU to initiate credit entries and to initiate if necessary, debit entries and adjustments for any credit entries in error to my: (check one)*

- \_\_\_\_\_ **Checking Account**  
\_\_\_\_\_ **Savings Account**

*Fill in the information below, sign and date.*

Bank Name \_\_\_\_\_  
Branch \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Account Number \_\_\_\_\_  
Routing Number \_\_\_\_\_  
Social Security Number \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

The authority is to remain in effect until the Clerk of the Circuit Court receives written notification from me of its termination in such time and in such manner as to afford the local depository, the Clerk and/or Florida SDU a reasonable opportunity to act on it. The local depository, the Clerk of the Court and or the Florida SDU shall not be held liable for any loss sustained as a result of any incorrect credit or debit except to the extent of the amount of error in said credit or debit.

- If you will be using a checking account, attach a voided check to this form.
- If you will be using a savings account, attach a deposit slip to this form.

Keep these instructions and a copy of the completed form for your records. The original must be submitted with voided check or deposit slip.

Please mail form to: **LOCAL DEPOSITORY**  
(The Clerk's Office where the case is filed)