

## Request for Direct Deposit Child Care Providers

The Department of Human Services (DHS) offers “direct deposit” for child care provider payments. This means DHS can deposit your provider payments into your bank or credit union account.

Direct Deposit is free. Once it is set up, there is nothing else you need to do unless you make changes to your account information.

Signing up for Direct Deposit is voluntary. *You may cancel at anytime by sending a written notice to the address listed at the bottom of this form.*

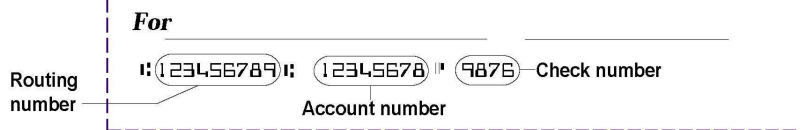
To sign up for this service, complete the two sections below:

<b>Direct Deposit Authorization</b> <i>(Be sure to sign your name in the signature space.)</i>	
By signing this form, I authorize DHS to make provider payment deposits into my account at the bank or credit union named in the next section. I acknowledge that the origination of Direct Deposit transactions to my account must comply with the provisions of Oregon and U.S. law.	
Print your name (last, first, middle initial):	Social Security number or Tax ID:
Mailing address:	Provider number:
Signature:	Date:

*Consult the example below, or have your bank or credit union help you fill out the next section.*

<b>Bank or Credit Union Information</b>		
Check this box if the account we are sending payment to is: <input type="checkbox"/> Business/Corporation <input type="checkbox"/> Personal		
Name on the account:	Routing number:*	Account number:*
Account type: (check one) <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Name of bank or credit union:	Phone number: (   )

**\* Location of numbers on a check:**



**When the form is complete....**

- Attach a check with VOID written on it to the form if this request is for a checking account.
- Return the form and the voided check to:
 

Direct Pay Unit  
 PO Box 14850,  
 Salem, OR 97309-0850.
- It can take up to 30 days to process your request.

<b>DHS Use only:</b>	Provider number: _____	Date entered: _____	Entered by: _____
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