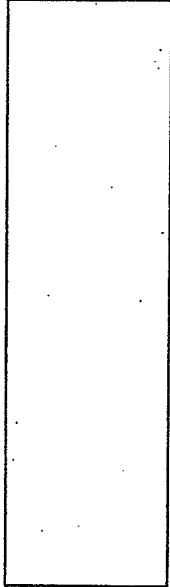


Louisiana Department of Social Services  
Office of Family Support  
Support Enforcement Services  
P. O. Box 65165  
Baton Rouge, LA 70896

\_\_\_\_\_ Date

**NOTICE OF MANDATORY DIRECT DEPOSIT AND DIRECT PAYMENT CARD\***



Effective April 1, 2006, the Department of Social Services, Office Of Family Support, Support Enforcement Service, will require all child support payments to be made electronically by either direct deposit or direct payment card.

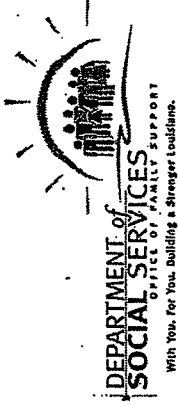
Customers may choose to have the payments electronically sent to their own bank through direct deposit. Direct deposit is a more convenient, secure, and efficient method in which to receive your child support payments. This service is being offered to you at no charge with an active checking or savings account.

The Department has enclosed a **direct deposit authorization form** for your convenience, however, you may secure an additional form and information by contacting the Customer Service Center at 1-800-256-4650 (Toll Free), 225-922-8100 (in Baton Rouge) or 225-922-8111 (TTY service for the hearing impaired) or visit our website at [www.dss.state.la.us](http://www.dss.state.la.us) to download the form. You must send an original voided check or deposit slip with your completed authorization form; however, if your account is a savings account at a credit union or savings and loan, a financial institution printout is required.

Those who do not sign up for direct deposit will receive a Direct Payment Card with a VISA logo through an arrangement with JPMorgan Chase. The Direct Payment Card functions like a bank debit card; however, only child support payments can be deposited to the Direct Payment Card. You cannot deposit other money to this card. You will be required to activate the Card before child support payments can be deposited to the Card. JPMorgan Chase will send additional information on the Direct Payment Card, including how to activate the Card, when the Card is sent to you.

\*Please note that there are fees associated with the Direct Payment Card.

SES DD 1  
REV. 07/06  
01/06 Issue Obsolete  
Rec Ret = 4CY



LA CSC  
DIRECT DEPOSIT  
P. O. Box 65165  
Baton Rouge, LA 70896-5165

TEL: 1-800-256-4650  
225-922-8100  
TDD: 225-922-8111  
OR  
FAX: 225-248-0487

(Cancellation of Direct Deposit Only)

**AUTHORIZATION FORM: Direct Deposit**

Please Type or Legibly PRINT all information below in ink.

**Section 1: CUSTOMER IDENTIFICATION**

Name: \_\_\_\_\_ LASES Case Number \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_  
Daytime Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Section 2: FINANCIAL INSTITUTION INFORMATION**

Name of Financial Institution: \_\_\_\_\_ Telephone: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Routing Number: \_\_\_\_\_ Savings\*  Cancel Direct Deposit  
Account Type (Check One):  Checking\*  Change Account

\*Note: Be sure to include a pre-printed deposit slip or voided check. If the account is a savings account at a credit union or savings and loan, a financial institution printout showing the account number and routing number is required.

**Section 3: AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF CHILD SUPPORT PAYMENTS**

I authorize Support Enforcement Services (SES) to deposit my child support payments directly into my checking account or savings account as specified above. SES is also authorized to adjust any over/under deposit it has made to my checking account or savings account. I understand the deposits/adjustments will be made electronically by Automated Clearing House Network (ACH) transactions and I must allow the Federal Reserve two workdays from the disbursement date to have the funds available to my financial institution. I also understand the following: It is my responsibility to provide correct routing and account information for ACH transmissions by attaching a voided check or pre-printed deposit slip from my financial institution. I will immediately notify Customer Service Center (CSC) if my banking information changes. I must submit a new authorization form to change my direct deposit. I can stop my direct deposit by notifying the CSC. I must notify the CSC of any changes to my address. I must include my name and LASES case number on all correspondence regarding direct deposit. The CSC and website provide the date the SES system disbursed my payment. To verify when a payment is posted to my account and funds are available, I will have to contact my financial institution.

By signing below I signify that I have read and agree to all of the conditions listed above.

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Office Use Only

Sent By: \_\_\_\_\_ Date Received: \_\_\_\_\_ Entered By: \_\_\_\_\_

## INFORMATION SHEET

You may participate in the Direct Deposit Program if you meet the following criteria:

- Have an active checking or savings account in your name.
- Complete, sign, date and return the LA CSC Direct Deposit Authorization Form (SES DD 1) with required documentation for the preferred method of deposit as listed below:

For **checking** - submit a voided check or a pre-printed deposit slip.

For **savings account** - submit a pre-printed deposit slip.

For **credit union or savings and loan savings account** - submit a financial institution printout showing the account number and routing number.

- Mail above information to the Child Support Customer Service Center (CSC) at the following address:

LA CSC  
Direct Deposit  
P.O. Box 65165  
Baton Rouge, LA 70896

Direct Deposit will go into effect once your authorization form has been received and processed by LA CSC and your account information has been verified by your bank or credit union. A check will be issued to you until the account information has been verified. Once the information is verified, future payments posted to the case will be directly deposited into your account. If the account information is rejected, a check will be issued. Funds are usually available within 48 hours after the payment is posted to LASES. (**Exception:** IRS offsets may be held up to six months due to injured spouse claims.)

If your name on the authorization form differs in anyway from your name on your child support case, the authorization form will be returned.

In order to verify deposited funds, contact your financial institution.

If at anytime you wish to cancel Direct Deposit, notify the Child Support Customer Service Center in writing or fax a new authorization form to:

LA CSC Direct Deposit  
P.O. Box 65165  
Baton Rouge, LA 70896

Or

Fax: (225) 248-0487  
Cancellation of Direct Deposit Only