



Wisconsin CARES About KIDS
Support Collections Trust Fund

WI SCTF
PO Box 07914
Milwaukee WI 53207-0914

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

Dear Payee:

Thank you for requesting Wisconsin Support Collections Trust Fund Direct Deposit service. The only requirement for using Direct Deposit is that you have either a checking or savings account. Enclosed is a Direct Deposit brochure and authorization form.

The brochure provides information on how Direct Deposit works. Please keep this brochure for future reference. To apply for Direct Deposit services, you must complete the authorization form and return it to the address at the top of the form.

To complete the authorization form, fill in your personal and account information. Please indicate whether this is a new request, a change to the account where you want the money deposited, or a request to cancel your Direct Deposit service. Be sure to sign and date the form.

After we receive the completed authorization form, your information will be entered into the Kids Information Data System (KIDS). After your information is entered into KIDS, collections received on your behalf will be directly deposited in your account.

You will be notified by mail when a support payment is deposited in your account. Instead of a check, you will receive a notification of deposit that tells you the amount deposited and the transaction date. The notification of deposit will also display the same payment detail information found on your support check stub.

Direct deposits will be available for withdrawal approximately 2 business days from the date your payment was received by the WI SCTF.

Direct Deposit is a free service offered by the Wisconsin Support Collections Trust Fund and the Wisconsin Bureau of Child Support.

If you have any questions, please contact the KIDS Information Line at 800-991-5530, or from the Metro Milwaukee Area, at 414-615-2400. Customer service representatives are available Monday through Friday from 7:30 AM to 6:00 PM.

The Wisconsin Support Collections Trust Fund is an equal opportunity service provider. If you need assistance to access services or need material in an alternate format, please call the Bureau of Child Support at (608) 267-0927.



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AUTHORIZATION: DIRECT DEPOSIT

Please PRINT and complete all lines.

PERSONAL INFORMATION:

Name: _____
Address: _____
City/State/ZIP: _____
Daytime Telephone: (____) _____
Home Telephone: (____) _____
KIDS PIN Number: _____
Social Security Number: _____

ACCOUNT INFORMATION:

Bank Routing Number: _____
Bank Account Number: _____
Account Type (Check One): Checking _____ Savings _____
Bank Name: _____
Bank City/State: _____

CHECK ONE: _____ NEW REQUEST _____ CHANGE ACCOUNT _____ CANCEL DIRECT DEPOSIT

Note: This form authorizes the Support Collections Trust Fund (SCTF) to initiate credits to the above account. It will take approximately 2 business days to process a direct deposit transaction from the date your payment was received by the WI SCTF.

BE SURE TO INCLUDE A VOIDED CHECK OR SAVINGS ACCOUNT DEPOSIT SLIP SHOWING THE ACCOUNT NUMBER AND ROUTING NUMBER SPECIFIED ABOVE.

WRITE "VOID" ACROSS THE CHECK OR SAVINGS ACCOUNT DEPOSIT SLIP.

A. Payee	5555
Town, WI	_____ 19__
Pay to the Order of	\$ _____ Dollars
For	_____
: 123456789	99900099 5555
Bank Routing Number	Account Number

PLEASE SIGN AND DATE. RETURN THIS FORM TO THE ADDRESS AT THE TOP OF THE FORM.

SIGNATURE: _____

DATE: _____

Why use Direct Deposit?

Direct Deposit is:

⇒ **Safe**

Direct Deposit is safer than a check because your money is automatically deposited into your account. Support checks can be misplaced or lost, but this will never happen to you with Direct Deposit.

⇒ **Convenient**

You don't have to spend valuable time cashing or depositing your check because Direct Deposit does it for you. No matter where you are when your support check is received, your money will be in your account and available for use.

⇒ **Reliable**

With Direct Deposit, you can be sure your payment is deposited into your account timely, correctly and confidentially.

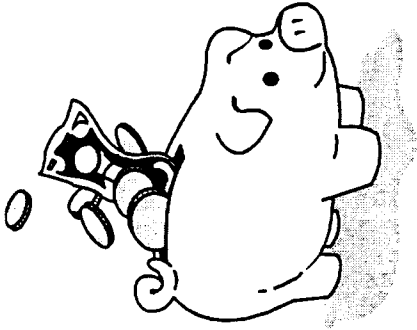
⇒ **Private**

Direct Deposit is one of the most confidential methods of receiving your support payments.

For more information on Direct Deposit, please call the KIDS Information Line at:

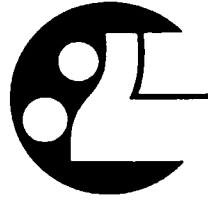
Metro Milwaukee	414-615-2400
Outside	
Metro Milwaukee	1-800-991-5530
TDD	1-877-209-5209

Direct Deposit



A Service for People who Receive Child or Spousal Support

Metro Milwaukee	414-615-2400
Outside	
Metro Milwaukee	1-800-991-5530
TDD	1-877-209-5209



*Brought to You by the
Wisconsin Support Collections Trust Fund
and the Department of Workforce Development
Division of Economic Support
Bureau of Child Support*

If you receive support, you now have the option to have your support payment deposited directly into your account

Your workday is hectic, and sometimes there's no time to get to the bank to deposit or cash your check. That's why Direct Deposit is the safe, fast, smart way to receive your support money. Your check can't be lost or stolen. Only you can access your account. Even if you can't get to the bank, your support money will be there.

How Does Direct Deposit Work?

You must have an account at a financial institution such as a bank or credit union. The Wisconsin Support Collections Trust Fund will deposit money in your personal account every time a child or spousal support payment is received on your behalf.

You will be notified by mail when a support payment is deposited in your account. Instead of a check, you will receive a notification of deposit, which tells you the amount deposited and the transaction date. The notification of deposit will also display the same payment detail information found on your support check stub.

In accordance with current financial institution practices, direct deposits are not available for withdrawal until approximately 2 business days from the date your payment was received by the WI SCTF.

When you receive your notification of deposit, be sure to check the account information for accuracy. If correct, you need not act. Direct Deposit will continue until you stop or change your service.

The Wisconsin Support Collections Trust Fund and the Wisconsin Bureau of Child Support offer Direct Deposit services free of charge.

How Do I Get Started?

To start using Direct Deposit, you must complete an authorization form. You may get this form by calling the KIDS Information Line at:

Metro Milwaukee 414-615-2400
Outside
Metro Milwaukee 1-800-991-5530

From the Main Menu:

Press **0** to speak with a Customer Service Representative (Available Monday through Friday, 7:30 a.m. to 6 p.m.).

Once your authorization form is received, Direct Deposit will be implemented immediately.

Direct Deposit will continue until you stop or change your service.

You may continue to call the KIDS Information Line to check when a support payment has been received. Follow the prompts available at the Main Menu.

How Do I Stop/Change Service?

You don't need a form to cancel your Direct Deposit service. Just call the KIDS Information Line and press **0** to speak with a Customer Service Representative, and ask to cancel your Direct Deposit service.

To change the account used for Direct Deposit, call the KIDS Information Line and tell the Customer Service Representative you want to change accounts. Direct Deposit service to your current account will be immediately cancelled. You will receive a new authorization form to complete and return.

Other Limitations

- ◆ Direct Deposit is not available for use with financial institutions outside the United States.
- ◆ Tax Intercept collections are excluded from the Direct Deposit process. Tax intercept checks will be mailed to you.