# PA SCDU Direct Deposit Enrollment Form

- The payee/check recipient **must fill in** all the requested information in Section 1.
- **The bank/financial institution must complete Section 2**
- The payee/check recipient **must advise** PA SCDU in writing of any account changes in order to remain enrolled in direct deposit.
- The payee/check recipient's name, address and Social Security number **must match** the information on file in the PA Child Support Enforcement System, PACSES.
- The account where the money is to be deposited **must belong** to the payee/check recipient of the support order.
- Mail the completed form to: **PA SCDU, PO Box 61216, Harrisburg, PA 17106-1216**
  **Attn: Exceptions Processing Department**
- When PA SCDU receives your direct deposit form and it has been correctly completed, direct deposit will begin in approximately 10 business days.

☐ **New Enrollment** ☐ **Account Change** ☐ **Cancel Direct Deposit**

## Section 1 (to be completed by payee)

Please Print

| | |
|---|---|
| Name of Payee/Check Recipient | Type of Depositor Account – check one<br><br>O Checking O Savings |
| Street Address | Depositor checking or savings account number |
| City State Zip Code | |
| (daytime) Area Code and Telephone Number | **Payee/Joint Payee Certification**<br>*I certify that I am entitled to the payment identified above and that I have read and understood the above directions to complete this form. In signing this form, I authorize my payments to be sent to the financial institution named below to be deposited to the account designated on this form.* |
| PACSES 10 digit member ID number | |
| Social Security Number | **Signature** **Date** |

## Section 2 (to be completed by Bank/Financial Institution)

| | | |
|---|---|---|
| **Name of Bank/Financial Institution** | **Routing number**<br><br>**Account Number** | |
| **Name of Bank Representative** | **Signature of Bank Representative** | **Telephone number/ Date** |

**All incomplete or incorrect enrollment forms will be returned to the sender for correction or additions.**