



STATE OF MISSOURI  
 FAMILY SUPPORT PAYMENT CENTER  
 DIRECT DEPOSIT APPLICATION

**SECTION A — PAYEE INFORMATION**

1. NAME (LAST, FIRST, MIDDLE)

---

2. ADDRESS (NUMBER AND STREET) (APT NUMBER)

---

(CITY) (STATE) (ZIP CODE)

---

3. SOCIAL SECURITY NUMBER

4. TELEPHONE NUMBER (INCLUDING AREA CODE)

**SECTION B — FINANCIAL INSTITUTION INFORMATION**

1. FINANCIAL INSTITUTION NAME

---

2. FINANCIAL INSTITUTION ADDRESS (NUMBER AND STREET)

---

(CITY) (STATE) (ZIP CODE)

---

3. FINANCIAL INSTITUTION TELEPHONE NUMBER (INCLUDING AREA CODE)

---

4. TYPE OF ACCOUNT (CHECK ONLY ONE BOX)  CHECKING  SAVINGS

---

5. ROUTING NUMBER (9 DIGITS)

--	--	--	--	--	--	--	--	--

---

6. ACCOUNT NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**SECTION C — DIRECT DEPOSIT AUTHORIZATION**

I hereby authorize the Family Support Payment Center and the State of Missouri, Division of Finance and Administrative Services to initiate credit entries (deposits) and to initiate, if necessary, debit entries (withdrawals) or adjustments for any credit entries made in error to my account designated above.

I understand my direct deposit enrollment may be terminated if I fail to notify the Family Support Payment Center of changes in account information.

---

SIGNATURE

DATE

## INSTRUCTIONS

In order to allow the Family Support Payment Center and the State of Missouri, Division of Finance and Administrative Services to deposit support payments into an account, you must complete the *Direct Deposit Application* on the other side of this form. With the exception of your signature, type or print the requested information.

Return the completed application to:

**FAMILY SUPPORT PAYMENT CENTER**  
**PO BOX 109006**  
**JEFFERSON CITY, MO 65110-9006**

**If you do not provide all the information requested, the Family Support Payment Center may not be able to process your application.**

If you need help completing the *Direct Deposit Application*, contact the Family Support Payment Center between 8:00 a.m. and 5:00 p.m. (CST), Monday through Friday, at 1-888-761-3665. You may also write to the Family Support Payment Center at the above address.

## WHAT YOU SHOULD EXPECT

- Your direct deposit application will be processed when it is received at the Family Support Payment Center.
- The Family Support Payment Center will complete a test with your bank to ensure routing and account numbers are accurate.
- You should begin receiving payments by direct deposit in approximately 10 to 14 days after the Family Support Payment Center receives your application. The actual time will depend on how often you receive payments.
- During the time it takes to process the application, you will receive payments by check or on a prepaid card.

## CHANGING FINANCIAL INSTITUTIONS OR ACCOUNTS

Support payments will continue to be deposited in your designated account at your financial institution until you notify the Family Support Payment Center that you wish to change the financial institution and/or account where your payments are deposited. To change the financial institution and/or account where payments are deposited, you must complete a new *Direct Deposit Application*. If you need additional *Direct Deposit Applications*, contact the Family Support Payment Center at 1-888-761-3665 or visit [www.dss.mo.gov/cse](http://www.dss.mo.gov/cse). Failure to notify the Family Support Payment Center of a change in account information will result in a delay in receiving your payments.

## FREQUENTLY ASKED QUESTIONS ABOUT DIRECT DEPOSIT

### 1. How secure and reliable is direct deposit?

Direct deposit is very safe and reliable. It allows money to be electronically transferred from the Family Support Payment Center's or the State of Missouri, Division of Finance and Administrative Services' bank account to your bank account. 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.

### 2. Can I receive all of my child support payments by direct deposit?

All support payments you receive from the Family Support Payment Center and the State of Missouri, Division of Finance and Administrative Services may be sent to you by direct deposit.

### 3. When will the support payment be available in my bank account?

In most cases, funds will be available in your bank account two to three business days after the payment is received at the Family Support Payment Center. It may take longer if the Division of Finance and Administrative Services processes the payment or your bank is located in another state.

### 4. Will I be notified when money is deposited in my account?

You will **not** receive a notice each time a payment is deposited to your account. You can verify that a payment was received by calling the *Payment Information Line* at 1-800-225-0530 or visiting [www.dss.mo.gov/cse](http://www.dss.mo.gov/cse). Many banks also have customer information lines available that allow you to verify deposits made to your account.