

# 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 O Checking                      O Savings
Street Address	Depositor checking or savings account number
City                                  State                  Zip Code	
(daytime) Area Code and Telephone Number	<p style="text-align: center;"><b><u>Payee/Joint Payee Certification</u></b></p> <p><i>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.</i></p>
PACSES 10 digit member ID number	
Social Security Number	
	<p style="text-align: center;">Signature    Date</p>

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

Name of Bank/Financial Institution		Routing number	
		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.**