



Office of the Attorney General
GUAM Child Support State Disbursement Unit
DIRECT DEPOSIT Authorization Form

DIRECT DEPOSIT

Child support payments you receive from the **GUAM CHILD SUPPORT STATE DISBURSEMENT UNIT (SDU)** may be sent to you by direct deposit.

If you want all payments you receive from the **SDU** to be deposited directly to your financial institution, complete the *Direct Deposit Authorization Form* using the following instructions. With the exception of your signature, type or print the requested information.

If you need help with completing the *Direct Deposit Authorization Form*, contact the SDU between 8:00 a.m. and 5:00 p.m., Monday through Friday, at 671-475-3360 exts. 1110, 1115, 1120, 1125, 1130 and 1135. You may also request assistance from your financial institution in completing the form.

Return the completed **original** signed form to:
 GUAM CHILD SUPPORT STATE DISBURSEMENT UNIT,
 287 West O' Brien Drive
 Hagatna, Guam 96910

Keep these instructions and a copy of the completed form for your records.

If you do not provide all the information requested, the SDU may not be able to process your Authorization Form.

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 SDU to your financial institution. 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. What do I do if I want to change financial institutions or stop my direct deposit?

Written requests are required for any change or to stop direct deposit. You must call 671-475-3360 exts. 1110, 1115, 1120, 1125, 1130 and 1135 for a SDU Authorization Form. Failure to do so may result in disruption of service.

3. How do I sign up for direct deposit?

To sign up for direct deposit, complete the attached *Direct Deposit Authorization Form*. Instructions are at the top of this form to assist you in completing this form. Make sure you include the financial institution routing number, account number, account type and a voided check, or letter from your financial institution with your form.

4. How long does it take to set up direct deposit?

Once the SDU receives your Authorization Form for direct deposit please allow thirty (30) days for the conversion from check to direct deposit. If you are enrolled in the Kids First Card (KFC) program you must first close your KFC account and enroll in direct deposit.

5. How will I know when my payments are being paid by direct deposit instead of by check?

Using your PIN number you can verify whether the SDU has sent a payment to your financial institution via direct deposit. You can call the *Payment Information Line* at 671-475-3360 exts 1110, 1115, 1120, 1125, 1130 and 1135. In most cases, funds will be available in your bank account two business days after the payment is received at the SDU. SDU will not send you a notice each time a payment is deposited to your account. You can verify that a payment was deposited to your account by calling 671-475-3360 exts 1110, 1115, 1120, 1125, 1130 and 1135. or your financial institution's automated system.

Important: Please attach a copy of your I.D. with signature.

Guam Child Support Direct Deposit Authorization Form

Please attach Voided Check or Letter from Financial Institution and Sign the bottom of this form prior to submitting to:

Guam State Disbursement Unit
 287 West O' Brien Drive
 Hagatna, Guam 96910

| | | | | | | | |
|---|--|--|--|--|--|----------------|--|
| 1. Direct Deposit Action Requested: (CHECK ONE) | | | | | | | |
| | | | | | | Start _____ | |
| | | | | | | Change _____ | |
| | | | | | | Stop _____ | |
| For accuracy, please verify information with your financial institution for items 2-5 | | | | | | | |
| 2. Account Type: (CHECK ONE) | | | | | | | |
| | | | | | | Checking _____ | |
| | | | | | | Savings _____ | |
| 3. Account Number | | | | | | | |
| 4. Transit Routing Number: (9 Digits) Please contact your financial institution for this number | | | | | | | |
| | | | | | | | |
| 5. Name of Financial Institution: | | | | | | | |
| Mailing Address: | | | | | | | |
| Telephone: () | | | | | | | |
| 6. Name of Payee: (last, first, middle) Custodial Parent | | | | | | | |
| email address: | | | | | | | |
| 7. Name of Payor: (last, first, middle) Non-Custodial Parent | | | | | | | |
| 8. County assigned Case Number: (See Court Order) | | | | | | | |
| 9. Payee Address: Number and Street, City, State and Zip Code | | | | | | | |
| 10. Payee Telephone Numbers: | | | | | | | |
| Work: () | | | | | | | |
| Home: () | | | | | | | |
| 11. Payee Social Security Number: (Custodial Parent) | | | | | | | |
| | | | | | | | |
| 12. Signature: (Custodial Parent) | | | | | | Date: | |
| <i>Signature above signifies agreement with terms and conditions on the reverse side of this form.</i> | | | | | | | |

By signing this Authorization Form, I consent to the policy of the Office of the Attorney General (OAG) for recovering money sent to me in error. If I receive money in error, and I do not pay it back within 30 days of notice of the overpayment, the amount will be withheld from future child support payments.

I authorize the financial institution to accept the deposit for my account and to make adjustments to my account to correct any error relating to the deposit.

This Authorization Form will remain in effect until revoked by me in writing or canceled by the financial institution and supercedes any existing instructions concerning my child support direct deposit. I also understand that I have a responsibility to provide a written request to discontinue direct deposit. In order to discontinue direct deposit and provide a mailing address for future payments, I must call 671-475-3360 exts 1110, 1115, 1120, 1125, 1130 and 1135 to request an Authorization Form.

I agree that the SDU will have no responsibility for personal checks written against my account prior to the funds being available in my account, and my account will be administered in accordance with the rules and regulations of the financial institution.