

**TEXAS Child Support Disbursement Unit  
DIRECT DEPOSIT Authorization Form**

**DIRECT DEPOSIT**

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

If you want all payments you receive from the **TXCSDU** to be directly deposited 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 **TXCSDU** between 8:00 a.m. and 5:00 p.m., Monday through Friday, at 1-800-252-8014. You may also request assistance from your financial institution in completing the form.

Return the form to: **TEXAS CHILD SUPPORT DISBURSEMENT UNIT, P.O. BOX 659400, SAN ANTONIO, TX 78265**

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

If you do not provide all the information requested, the **TXCSDU** 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 **TXCSDU** 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 1-800-252-8014 for a **TXCSDU** 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 **TXCSDU** receives your Authorization Form for direct deposit, please allow thirty (30) days for the conversion from check to direct deposit.

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

Using your CIN # you can verify whether the **TXCSDU** has sent a payment to your financial institution via direct deposit. You can call the *Payment Information Line* at 1-800-252-8014. In most cases, funds will be available in your bank account two to three business days after the payment is received at the **TXCSDU**.

**6. Will I be notified when money is deposited in my account?**

The **TXCSDU** 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 1-800-252-8014 and/or your financial institution automated system.

***Please Mail Form to:***  
**TXCSDU P.O. Box 659400**  
**San Antonio, TX 78265**  
**For Additional Information Call:**  
**1-800-252-8014**

**TEXAS CHILD SUPPORT DIRECT DEPOSIT  
Authorization Form**

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

**TXCSDU P.O. Box 659400  
San Antonio, TX 78265**

**Please Print or Type**

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