



To Our Valued Vendors:

Workforce Solutions pays for services rendered through one of the following electronic methods:

- ◆ Direct Deposit (Checking or Savings account)
- ◆ Workforce Solutions Debit Card

### What is Workforce Solutions Direct Deposit?

In short, Direct Deposit is the electronic transfer of payment directly into your checking or savings account. Direct Deposit may be used by any vendor, and **MUST** be used by all business vendors who are sole proprietors, partnerships, and corporations. Business vendors will be paid via direct deposit into a business account **NOT** a personal account.

### What is Workforce Solutions Debit Card?

Workforce Solutions Debit card is the electronic transfer of funds directly into a JP Morgan Chase Visa debit card account. The debit card is for individuals (registered family homes and relatives) who opt not to have direct deposit. The card can be used to purchase goods and make cash withdraws where any Visa Debit card is accepted. The debit card can **ONLY** be used by individuals.

### What Choice Do I Have?

Type of Provider	May be Paid By:	
	Direct Deposit	Debit Card
<b>Business – Sole, Partnership or Corporation</b>	Business Checking or Savings Account	NO
<b>Individual (Relative) Vendor</b>	Personal Checking or Savings Account	YES

If you choose the debit card you will receive your card in the mail directly from the bank. The card will come with directions on how to use the card and a separate toll free phone number to call with questions about your card. The Electronic Payment Authorization Form is included with this form to allow you to designate how you would like to receive your payment.

### Signing up for Direct Deposit

You authorize payments to be deposited to your checking or savings account by filling out the attached Direct Deposit Authorization Agreement and returning it. When you turn in the agreement form, please be sure to attach a voided check for the account you have indicated on the form. Once the validation process with the financial institution is completed, your payments will be deposited automatically to your account.

You do not need to notify your bank about your enrollment in direct deposit. If there is any problem with your account number or transit number, you will be contacted by one of Workforce Solutions Financial Specialists.

### Payment Voucher

All vendors will receive a non-negotiable voucher until Workforce Solutions vendor web portal is available. Once the web portal is available vouchers will be available online. Vouchers will contain a detailed listing of all claims that are being paid. The amount shown on the voucher is what is deposited either to your account

or the debit card. You can call your financial institution for verification that a deposit has been made. A proof of deposit will also appear on your bank or debit card statement.

### Direct deposit changes

The authority you give for Direct Deposit will remain in effect until you notify us in writing to make changes. In order for changes to take effect, complete the Direct Deposit Authorization Agreement and check the “change” box. Then sign it and return it to our office. As soon as the request is processed, you will receive funds in the new account.

### Accessing Funds

Most Receiving Financial Institutions receive credit entries on the second day after the funds are released for payment. These funds are routinely made available to their depositors as of the opening of business on that day. However, due to geographic factors, some Receiving Financial Institutions may not update their internal records by the opening of business on the day after the funds are released. As a result, tellers or ATMs may not be aware of the deposit, and the customer’s withdrawal request may be refused. In all cases, however, credits received should be posted to customer accounts on the day they are received and thus made available to cover checks or debits that are presented for payment on that day.

### Transit / ABA Number and Account Number

Please use the Transit/ABA Number and Account Number that are printed on your check. These numbers can be found as per the following examples:

<b>KIDS n KIDS CHILDCARE CENTER</b> 1500 Main Street Anywhere City, TX 77000	<b>ALLSAFE BANK N.A</b> 12567 Banker Road Houston, TX 77000 67-1 / 532	<b>300021</b>
PAY TO THE ORDER OF:	DATE	AMOUNT <input type="text"/>
		VOID AFTER 90 DAYS
		_____ AUTHORIZED SIGNATURE
<b>30021</b>	<b>:113000023:</b>	<b>0100 587101</b>

_____	_____	_____
Check Number	Transit / ABA Number	Checking Account Number

If you need help in filling out the Transit / ABA Number and Account Number, please contact your financial institution. To ensure validation of your account, please be sure to submit a VOIDED check with the Direct Deposit Authorization Agreement.



### ELECTRONIC PAYMENT AUTHORIZATION AGREEMENT

Direct Deposit                       New Enrollment     Discontinue     Change

VENDOR Name: \_\_\_\_\_  CC     NCC

VENDOR NO.: \_\_\_\_\_ TAX ID NO. (TIN) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

#### AUTHORIZATION STATEMENT

(For Direct Deposit Only)

I (we) hereby authorize Workforce Solutions to credit my account with the depository named below, hereinafter called "Depository".

I (we) also authorize Workforce Solutions to initiate the necessary adjustments for any entries made in error to my account, not to exceed the total of the original amount credited, and for the Depository to debit and/or credit (for adjustment only) the same such account.

Depository Name		Branch
City	State	Zip Code
Transit/ ABA Number	Account Number	Account Type:

This authority is to remain in full force and effect until Workforce Solutions has received written notification from me of termination in such a time and in such a manner as to allow Workforce Solutions and Depository a reasonable opportunity to act on the request.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY	
ID Verified by:	_____
Date:	_____
Data Entry by:	_____
Date:	_____