

CP: _____
ADDRESS: _____

DIRECT DEPOSIT INFORMATION FORM

This form acknowledges receipt of your Direct Deposit Authorization Agreement form for your child support payments. You must provide additional information or additional documents to process your request for direct deposit. Please provide the item(s) checked below:

- _____ The account information provided is not the primary or joint account holder with the social security number verified in our case record.
- _____ Please provide a voided blank check from your checking account that is imprinted with your name, account number, and routing number.
- _____ Provide letterhead stationery from your bank or credit union which includes the name of the account holder(s), the account type, the account number and the bank routing number.
- _____ The Direct Deposit Authorization Agreement form is incomplete.
- _____ Documents received were copies. We must have original documents.
- _____ The name listed as a custodial parent on the Direct Deposit Authorization Agreement form, check, or letter from the bank does not match the name in our records. **Contact your local county child support enforcement office.** *This cannot be changed in the state office.*
- _____ The address provided on the Direct Deposit Authorization Agreement form does not match the address in our records. **Contact your local county child support enforcement office.** *This cannot be changed in the state office.*
- _____ Based on our records, currently, there is not an open child support case. **Contact your local county child support enforcement office.**
- _____ Other: _____

The requested information along with the original Direct Deposit Authorization Agreement form and banking information should be returned to the **Mississippi Department of Human Services, Division of Field Operations, Direct Deposit Unit, P.O. Box 352, Jackson, MS 39205-0352.**

If you need further information, contact the Mississippi Department of Human Services, Division of Field Operations, Direct Deposit Unit at 601-359-4702.