

Request for Direct Deposit Homecare Worker Wages

The Department of Human Services (DHS) offers “direct deposit” for Homecare Worker provider payments. This means DHS can deposit your provider payments into your personal bank or credit union account.

Direct Deposit is free. Once it is set up, there is nothing else you need to do unless you make changes to your account information.

Signing up for Direct Deposit is voluntary. *You may cancel at anytime by sending a written notice to the address listed at the bottom of this form.*

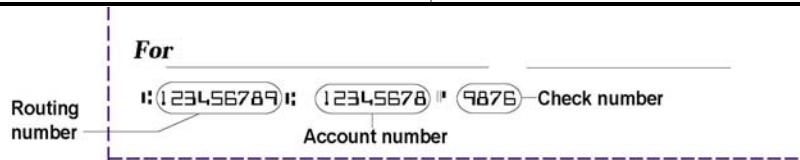
To sign up for this service, complete the two sections below:

Authorization <i>(Be sure to sign your name in the signature space.)</i>	
By signing this form, I authorize DHS to make provider payment deposits into my personal account at the bank or credit union named in the next section.	
Print your name (last, first, middle initial):	Social Security Number:
Mailing address:	Provider number:
Signature:	Date:

Consult the example below, or have your bank or credit union help you fill out the next section.

Bank or Credit Union Information		
Name on the account:	Routing number:*	Account number:*
Account type: (check one) <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Name of bank or credit union:	Phone number: ())

*** Location of numbers on a check:**



When the form is complete....

- Attach a check with VOID written on it to the original form (*not a copy or fax*) if this request is for a checking account.
- Return the original form and the voided check to: SPD – Direct Deposit Unit, PO Box 14960, Salem, OR 97309-5045. *Please do not send other correspondence to this address.*
- It can take about 30 days to process your request.

DHS Use only: Branch:	Date entered:	Entered by:
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Information Regarding Direct Deposit for Homecare Workers

Thank you for your interest in Direct Deposit. Here is some information you should know before you enroll in Direct Deposit.

- Direct Deposit is voluntary for Homecare Workers who choose to sign up. You can choose to receive paper checks in the mail if you prefer.
- There are several advantages to Direct Deposit:
 - For those who have had checks stolen or lost in the mail, Direct Deposit provides a more secure way of getting the money directly into your account.
 - Direct Deposit can save you a trip to cash or deposit your check.
 - You will still receive a remittance advice showing the payments received for each client
 - If you move frequently but tend to keep the same bank account, your check will be deposited right into your bank account. For security reasons, checks sent by mail are not forwarded; instead, they are returned to DHS central office for processing.
- Electronic deposits take extra time compared to receiving a check in the mail. It takes three banking days to get from the Department of Human Services (DHS) to the Homecare Worker's bank. Banking days are Monday through Friday, excluding holidays. The reason it takes longer is that Oregon Administrative Rules require all state funds, including provider payments, to go through a clearinghouse at the State Treasury before they are sent electronically to the Homecare Workers bank or credit union.
- If you decide to cancel Direct Deposit at a later time, you can send a written, dated and signed statement requesting that Direct Deposit be canceled. No specific form is required. However, DHS Seniors and People with Disabilities (SPD) developed a form called the *Request to Cancel Direct Deposit* (form number SDS 7263) that can be used for this purpose. A copy of this form can be obtained through the local Senior or Disability Services office.
- If you were expecting a check through Direct Deposit and you receive an overdraft charge on your personal bank account as the result of insufficient funds, DHS cannot reimburse you for those overdraft charges. As the account holder, you are responsible to make sure your funds are received in your bank account, before you make purchases.
- Each bank/financial institution has its own schedule for processing Direct Deposits. You will need to check with your bank/financial institution to see when they process direct deposits and to confirm receipt of funds.