

**CHARLES BACARISSE
HARRIS COUNTY DISTRICT CLERK
CHILD SUPPORT OFFICE
1115 CONGRESS ROOM 10
HOUSTON, TX 77002**

You can make your banking easier through a direct deposit service available from the Harris County District Clerk Child Support Office. With direct deposit, your check shall be deposited directly into your checking or savings account at your designated bank, savings and loan, credit union, or any other member of an automated clearing house.

In accordance with statute 154.242. of the Texas Family Code, a local Registry shall transmit child support payments by electronic transfer if the obligee maintains a bank account.

DIRECT DEPOSIT SAVES YOU TIME:

- No trip to the bank
- No search for parking
- No waiting in teller lines

**YOUR NET PAY IS
AUTOMATICALLY DEPOSITED TO
YOUR ACCOUNT WHEN:**

- You are sick
- On vacation
- Traveling

DIRECT DEPOSIT IS SAFE:

- No worry about stolen or lost checks
- No worry about forged checks
- No danger of fraud

QUESTIONS & ANSWERS

Here are the details presented in a series of the most frequently asked questions and the answers.

Q. Who is eligible for Direct Deposit?

A. Anyone who has a checking account or savings account with a designated bank, savings and loan, credit union or any other member of an automated clearing house for Direct Deposit.

Q. What assurance will I have that my check is deposited to my account?

A. The notification of deposit that you receive on a regular basis from you financial institution, verifies that your check was processed.

It is your responsibility to verify that funds have been deposited into your account.

Q. Who can I call to verify when the Child Support Office received my payment?

A. You can call the Child Support Office 24-hour Audio Response Line at (713)755-6077 to receive current information.

Q. When will my child support check be deposited to my account?

A. Your child support check will be credited to your account within 3 business days *after* the payment is received and is posted to your account.

Q. What happens if I change banks or wish to cancel Direct Deposit?

A. In the event you change banks, provide the Child Support Office with a new Direct Deposit Authorization form and a voided check from the new bank. Until a pre-notification entry has been completed, you will receive a check by mail. Processing will take approximately 15 business days from the date the Child Support Office receives your authorization form. If you wish to cancel Direct Deposit, simply notify the Child Support Office in writing and include you signature.

Q. Can I join Direct Deposit at a later date?

A. Yes, you may participate at any time. Simply complete the Direct Deposit Authorization Agreement below and forward it along with a voided preprinted check to the Child Support Office.

It is very important to maintain your current mailing address on file with our office.

Q. What safety features are built into Direct Deposit?

A. Billions of pieces of data are successfully transmitted across the county daily. This is attainable due to numerous checks and balances built into sophisticated programs. After all, we are in the computer age – ENJOY IT!!

To join, just follow the 3 simple steps:

- Complete the Authorization Agreement
- Attach a voided preprinted check
- Attach a copy of your **STATE ISSUED IDENTIFICATION**
- Return the information to the address referenced above or fax it to 713-755-4359.

DEPOSIT AUTHORIZATION AGREEMENT

(A copy of your state issued identification must be attached to process this request)

I authorize the Harris County District Clerk and the Bank listed below to deposit my child support into my account. If the Harris County District Clerk erroneously deposits funds into my account, I authorize the Harris County Clerk to initiate the necessary debit entries, not to exceed the total of the original amount credited for the current period. This authorization will remain into effect until the Harris County District Clerk has received written notification from me or my bank of its termination and Harris County District Clerk has had reasonable opportunity to act on it.

(Please Print)

Cause Number: _____

Name		Bank Name	
Account Number: <input type="checkbox"/> Checking <input type="checkbox"/> Savings		Routing Number (Request # from Bank)	
Home Phone ()	Work Phone ()	SSN	Driver's License No.

Signature

Date