

Gary J. Cooney, *Clerk of the Circuit Court and Comptroller*  
550 West Main Street • Post Office Box 7800 • Tavares, Florida • 32778-7800  
(352) 742-4100  
*Clerk of the Circuit Court*

# DIRECT DEPOSIT

## Receiving child support is now **FASTER** and **EASIER**

### **WHAT IS DIRECT DEPOSIT?**

Direct deposit is also known as electronic funds transfer (EFT). Once authorized, your child support payment will be deposited directly into your account.

### **WHY SHOULD I SIGN UP FOR DIRECT DEPOSIT?**

- Eliminate potential mailing delays.
- Eliminate lost or stolen checks.
- Eliminate waiting in bank lines.
- Enjoy automatic deposits while you are on vacation, away on business, or in the event you are ill.

### **HOW DO I KNOW IF I HAVE A PAYMENT?**

You may call the State of Florida Disbursement Unit toll free at 1-877-769-0251. The above automated system will give you the date the last payment was mailed. If using EFT, this would be the date funds were transferred to your bank. In most instances your funds will be available within two business days of the transfer, depending on your bank's EFT policy.

### **HOW DO I GET IT STARTED?**

If your case is contracted with the Department of Revenue, you will need to contact their office at 1-850-488-5437 for direct deposit options.

If your case is not contracted with the Department of Revenue and you elect to use this service, please complete and return the authorization form below along with a voided check for your checking account.

If your deposit is going into a savings account, you will need a letter on bank letterhead signed by a bank representative indicating the routing number, account number, and the name on the account. If you have a new checking account and you only have temporary checks or you do not have a voided check you will need a letter on bank letterhead signed by a bank representative indicating the routing number, account number and the name on the account.

After your account is set up with the Clerk's Office, it could take up to two weeks for the State Disbursement Unit to process and begin electronic transfer.

**QUESTIONS?** Call the Child Support Department at (352) 742-4140.

**STATE OF FLORIDA DISBURSEMENT UNIT  
DIRECT DEPOSIT AUTHORIZATION FORM**

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Case Number

Home Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Branch Name: \_\_\_\_\_

Account #: \_\_\_\_\_

Branch Phone #: \_\_\_\_\_

Routing #: \_\_\_\_\_

I authorize the Clerk of Court/State of Florida Disbursement Unit (SDU) to make deposits to my \_\_\_\_Checking \_\_\_\_Savings account listed above. The Clerk/SDU may make deposits to this account until I cancel the authorization and the Clerk/SDU has time to act on it. This request cancels any other direct deposits I have in place with the Clerk/SDU.

If funds are mistakenly deposited into my account, I authorize the Clerk/SDU to deduct the amount of the error from my account or from my future payments. I agree that the Clerk/SDU will have no responsibility for personal checks written against my account and that my account will be administered in accordance with the rules and regulations of the Bank.

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

**ATTACH VOIDED CHECK  
NO TEMPORARY CHECKS OR  
SAVINGS DEPOSIT SLIPS ARE  
ACCEPTED**

**Please mail or deliver completed form to:  
Gary J. Cooney, Clerk of the Circuit Court and Comptroller  
Attn: Child Support Division  
550 West Main Street  
P.O. Box 7800  
Tavares, FL 32778-7800**