

Plaintiff Electronic Funds Transfer (EFT) Form

Plaintiff Information:

1) Plaintiff Name: _____

2) Address: _____

3) Phone Number: _____

4) Plaintiff SSN: _____

5) Plaintiff Member ID _____

Action to be Taken (circle one):

6) Start EFT

8) Change your Account Number on existing EFT

7) Stop EFT

9) Change your Bank on existing EFT

Plaintiff's Bank Information (see example on instructions sheet):

10) Bank Name: _____

11) Bank Routing Number: _____

12) Bank Account Number: _____

13) Account Type (circle one): savings checking

Please submit this form with a voided check or personalized deposit slip to:
Clearfield County Domestic Relations Office, 230 East Market Street
Clearfield, PA 16830

If you are starting EFT, changing your account number, or changing your bank,
please allow up to 30 days for processing. If you are stopping EFT, please allow
up to 15 days for processing.

Plaintiff Signature

Date

Instructions for Plaintiffs

Setting up Plaintiff EFT (Electronic Funds Transfer)

To set-up plaintiff EFT (direct deposit of support payments into your bank account), please fill out the Plaintiff EFT form using the instructions below:

Plaintiff Information

- 1) Please fill in your name
- 2) Please fill in your address
- 3) Please fill in your phone number
- 4) Please fill in your social security number
- 5) Please fill in your PACSES Member ID (if known)

Action to be Taken

Please circle **one** of the following choices:

- 6) "Start EFT" to begin the EFT process
- 7) "Stop EFT" if you would like to have your checks mailed directly to you
- 8) "Change your Account Number on existing EFT" if you would like to have your money deposited into a different account at the same bank
- 9) "Change your Bank on existing EFT" if you would like to have your money deposited into a different account at a different bank

Bank Information

- 10) Please fill in the name of your bank where you wish to have your support checks directly deposited
- 11) Please fill in your bank's routing number (see example below)
- 12) Please fill in the account number into which you would like SCDU to deposit your money
- 13) Circle the Account Type (savings or checking) where your checks will be deposited

The following example of a check displays where you can find the bank routing number and account number. If you have any questions, please confirm these numbers with your bank. (see next page)

John Doe 123 1234 Main Street Harrisburg, PA 17111	_____ 19__	
PAY TO THE ORDER OF _____	\$ _____	
1st National Bank, NA Memo _____		
' 10200199 ' (Routing No.)	123456789 " (Account No.)	123 (Check No.)

Be sure to include a voided check or deposit slip showing the bank account and routing numbers with the form. A validation transaction will be sent to your bank.

Please sign and date the bottom of the form and return it to your local DRS office.

Note that you will not receive any payment statements (check stubs). You must check your bank account and/or automated voice response (AVR) to verify transactions.