

Directions for Authorization for Direct Deposit of Child Support Payments

Direct Deposit Payment Authorization:

Direct Deposit is also known as electronic funds transfer (EFT). By signing the Direct Deposit Authorization form, you authorize the New Mexico Child Support Enforcement Division (CSED) to deposit your child support payments directly into your account. When a payment is posted to your child support case, CSED electronically tells your bank to credit your account. You may also sign up on-line after you get a user id and password on the New Mexico Child Support web site: <https://elink.hsd.state.nm.us/cLink/>

Requirements to Use This Payment Method:

- You must have a checking/savings account at a bank or credit union
- You must have a child support case with NM CSED.
- Payments for all cases you have with NM CSED will be by direct deposit.

Information Needed to Enroll:

- A fully completed authorization must be submitted.
- Fill out all areas of the authorization. Do not leave any blanks.
- The authorization must be signed. (If you have a joint account, be sure both account holders sign the authorization.)
- You must attach a blank check marked “void” to the authorization form. *(The information on the check may be different than on a deposit slip; and you may need to verify with your financial institution as to what the correct account number is to use for direct deposit.)*

Send the completed authorization form with the voided check attached to:

**NM State Disbursement Unit
PO Box 2348
Santa Fe, NM 87504**

or fax to NM SDU at 505-476-3920

The Process:

- CSED will confirm your bank-related information. You will receive a letter confirming the information on your account. It takes about 10 working days to set up the deposit.

Stop or Change the Direct Deposit:

- The direct deposit will remain in effect until CSED is notified in writing by the account holder(s), to terminate the authorization **and CSED has time to act on it**. The termination letter should be sent to the address or fax number listed above.
- When the Direct Deposit is terminated, any child support payments will be sent by a state warrant (check) to the most recent address CSED has for you.
- If you change your bank, you, as the account holder, must notify CSED to terminate your authorization in writing, to the address or fax number listed above. A new, fully completed, Direct Deposit Authorization form must be submitted if you wish to have your child support payments deposited directly into your new account.
- If your bank will not honor your deposit, CSED will cancel your direct deposit authorization and send a state warrant (check) to the most recent address CSED has for you.

Receiving a Payment:

CSED will disburse a payment to your account when a payment applies to your case. In most instances, the payment will be received at your bank within two business days after CSED applies the payment to your case.

**State of New Mexico Human Services Department
Child Support Enforcement Division**

Direct Deposit Authorization

The Child Support Enforcement Division is authorized to make deposits to the account listed below for the purposes of child support payments only:

Conditions:

The authority to make deposits to the account will remain in effect until the Child Support Enforcement Division is notified in writing, by the account holder, to terminate.

The Child Support Enforcement Division reserves the right to cancel the authorization at any time.

New	Update/Correct	Stop	
Custodial Parent's Name		SSN:	
P.O. Box or Street Address:			
City	State	Zip Code	
Daytime Telephone Number:			
Financial Institution Name		Financial Institution Address	
Account Number	Checking Savings	Routing Number:	

I authorize the New Mexico Child Support Enforcement Division (CSED) to make deposits to the account listed above. CSED may make deposits to this account until I cancel the authorization and CSED has time to act on it. CSED reserves the right to cancel the authorization at any time. If funds are mistakenly deposited into my account, I authorize CSED to deduct the amount of the error from my future payments. I understand that if the account listed above is a joint account, all holders of that account must authorize by signing below.

Account Holder's Signature	Date:
Account Holder's Signature (for joint accounts)	Date:

Please attach a voided check with the authorization form

Other states may contact the EFT Unit at the address above (p. 1) or call NM CSED Customer Service at 800-283-4465 to set up EFT with New Mexico.

NAME: LAST FIRST
MEMBER ID:
CASE ID: