

Setting Up Payment

A how-to Presentation: Direct Deposit



What We Will Cover In This Presentation:

- Benefits of Direct Deposit
- Forms that you will need to complete and where you can get them
- Steps for setting up direct deposit:
- The how and the where in completing the DCYF Provider Registration and the Direct Deposit Authorization forms
- Manual vs. Electronic document submissions
- Who to contact for additional support

You May Already Have Direct Deposit Setup!!

- *If you receive direct deposit for*
 - *Adoptions Support*
 - *Mileage Payments*
 - *Childcare Payments*
 - *Respite payments*

You already have direct deposit set up and you do not need to set it up again!

You Need **Two** Forms to Sign-up for Direct Deposit.

Provider Registration

AND

Direct Deposit Authorization

Both forms must be completed and submitted at the same time.

Where to get the Forms?

OFM Website

There are TWO places you can get the Forms

You can access the forms on OFM site (will need to scroll down)
[Statewide Vendor/Payee Services | Office of Financial Management](https://www.sos.wa.gov/Statewide-Vendor-Payee-Services)
([wa.gov](https://www.wa.gov))

DCYF and SSPS provider registration forms

To submit the updated form, choose one of the following options:

DocuSign™: Fill electronically with a digital signature via DocuSign™.

- DCYF Provider Registration form (DocuSign™)
- DCYF Provider Change form (DocuSign™)
- DCYF Direct Deposit Authorization form (DocuSign™)

PDF: For download and complete manually.

- DCYF Provider Registration form (PDF)
- DCYF Provider Change form (PDF)
- DCYF Direct Deposit Authorization form (PDF)

Unfinished/unsigned forms will be voided on the next business day. For guidance see: **Submitting forms with DocuSign™**

Sign with a pen (a "wet signature"). We are unable to accept stamped, inserted, or electronic signatures via this method.

** You will either select the "DocuSign" documents or the PDF documents. More information on this on slide 9.

OR

The DCYF SSPS care provider site
<https://www.dcyf.wa.gov/services/ssps/direct-deposit>

SSPS Website

Direct Deposit

We believe you will find Direct Deposit/Electronic Funds Transfer to be secure and convenient. By using this program, you will know that funds are safely deposited into your bank account even when you are not able to go to your bank. Also, Direct Deposit results in savings to the State of Washington and all its citizens. Thank you!

Registration and Change Forms

For new direct deposit accounts, first complete the **Provider Registration (W9) form** and **Direct Deposit Authorization form** electronically, then print, sign and mail/email/upload to the SSPS Portal or fax the forms to:

DCYF

SETTING UP DIRECT DEPOSIT

Provider Registration form

- You must provide your DBA or business name IF you have one, otherwise you can skip this item (most will skip this)
- In Part B section 3 of the [form](#), foster parents should check the box for 'individual'.
- You must SIGN the form with an electronic signature or print and sign

**** Additional Information on electronic vs hand signature on Slide 9.**



PLEASE DO NOT STAPLE

DCYF Provider Registration Form

PART A – Contact Details

Mailing Address: _____
City: _____ State: _____ Zip code: _____
Contact Person: _____
Telephone Number: _____
Email Address: _____
SSPS # (if known): _____ Merit Provider # (if known): _____ Merit Stars # (if known): _____

PART B – Provider Registration

Request for Taxpayer Identification Number and Certification – Substitute Form W-9

1. Legal Name (as shown on your income tax return): _____
2. Business Name, if different from Legal Name above – e.g., Doing Business As (DBA) Name: _____
3. Check ONLY ONE box:
SSN or EIN: Individual/Sole Proprietor (Including LLC-Sole Proprietor) EIN only: Corporation (Including S-Corp, LLC S-Corp and LLC-Corp) Local Government
 SSN only: Lived Experience - Class 1 Volunteer Board/Committee member Partnership (Includes LLC) Non-Profit Organization Tax Exempt Organization State Government Federal Government (Including Tribal) Trust/Estate
4. For Corporation or Partnership ONLY, check one box below if applicable:
 Medical Attorney/Legal
5. Legal Address (number street and apt or suite no) This should be the address on file with the IRS: _____
6. City, State, Zip: _____
7. Tax Identification Number (TIN) PLEASE CHECK ONE
 For individuals, this is your social security number (SSN)
 For other entities, this is your employer identification number (EIN)
Enter your EIN or SSN (do NOT enter both):

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8. Certification
I. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
II. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
III. I am a U.S. person, including a U.S. resident alien (defined in the W-9 instructions to be found at www.irs.gov), and
IV. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. Please note this form does not include a FATCA exemption code field, and therefore item 4 does not apply.
The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

SIGNATURE OF U.S. PERSON (No electronic, stamped or inserted signatures)

Date: This form is valid for 90 days

Electronic or Manual, that is the question:

Electronic Signatures – DocuSign

Only available through the OFM Documents.

<https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

- Will not need to print out forms, hand sign, scan and email.
- Will need to validate your email address.

** Instructions for DocuSign on Side 10

Hand Signature

Available through the OFM Documents AND DCYF's SSPS care provider site.

<https://www.dcyf.wa.gov/services/ssps/direct-deposit>

- Will need to print out forms, hand sign, scan and save as a PDF, and email to ProviderFileUnit@dshs.wa.gov

OR

- Print, sign and mail a copy. to DCYF, PO Box 45812, Olympia, WA 98504

If you get your forms from the OFM site, you must select the PDF forms and not the DocuSign forms.

DCYF and SSPS provider registration forms

To submit the updated form, choose one of the following options:

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Submitting forms with DocuSign™

Electronic Procedure/DocuSign Instructions – **Only** available on the OFM site

- To complete electronic submissions via DocuSign on the [OFM site](#), you **MUST** first validate your email address with an access code.

PowerForm Signer Information
Vendor Registration
Please enter your name and email to begin the signing process.

Vendor

Your Name: *
Full Name

Your Email: *
Email Address

BEGIN SIGNING



Please enter the access code to view the document

Payee Registration
Office of Financial Management

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email. If you don't see the email, please check your spam folder.

Access Code
 NO DATE **I NEVER RECEIVED AN ACCESS CODE**

Show Text

- More thorough DocuSign instructions can be found here:

[SubmitVendorFormsWithDocuSign.docx \(live.com\)](#)

You must complete and submit 2 forms to set up direct deposit: DCYF Direct Deposit Authorization form and DCYF Provider Registration form.

You must scroll down on the OFM page to the "DCYF and SSPS provider registration forms" section to access the correct forms.

DCYF and SSPS provider registration forms

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What's Next?

- Once you have submitted your two completed and signed forms vis email, mail or electronically via DocuSign...
- It takes about 4 to 6 weeks to process all your forms and fully complete the Direct Deposit process. You will likely receive one more reimbursement that is not direct deposit after you submit your forms.
- You will be notified that your direct deposit is set up.



Need more assistance?

- <https://youtu.be/-tibBwdDDkc>
- <https://www.youtube.com/watch?v=8X56bqYC0CE>
- <https://youtu.be/NTKfl6JYJ3I>
- <https://youtu.be/CAIRJobp4iw>
- **Special note:** it takes about 4 to 6 weeks to process all your forms and fully complete the Direct Deposit process.

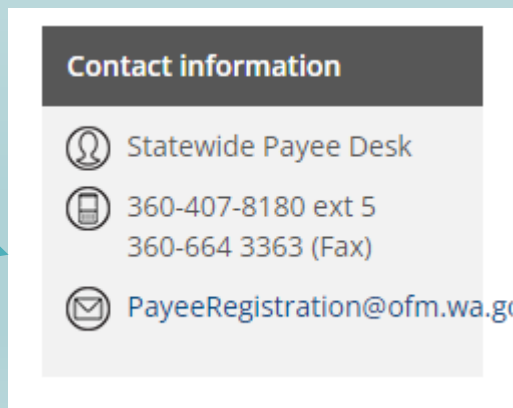
Check status of your direct deposit:

SSPS Customer Service (360) 664-6161

or

DSHS_SSPSMail@dshs.wa.gov

Or contact:
Office of Financial
Management



Contact information

- Statewide Payee Desk
- 360-407-8180 ext 5
360-664 3363 (Fax)
- PayeeRegistration@ofm.wa.gov

