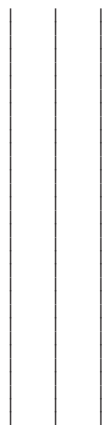


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STAMP  
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DIVISION OF CHILD SUPPORT EFT  
PO BOX 9010  
OLYMPIA WA 98507-9010



DSHS 22-069 (X) (Rev. 1/19)

Washington State's  
Child Support Program



# Child Support Payments for Employers

## Electronic Funds Transfer



## Electronic Funds Transfer (EFT)

Effective January 1, 2019, most employers or other businesses that receive an Income Withholding Order (IWO) from the Department of Social and Health Services' (DSHS) Division of Child Support (DCS) must submit payments electronically. DCS encourages all employers to send withheld support money by Electronic Funds Transfer/Electronic Data Interchange (EFT/EDI). EFT/EDI transactions are cheaper, faster, and safer to send and receive than paper checks. DCS offers the following free EFT/ EDI options to meet the needs of any size employer:

### Child Support Internet Payment Service – DCSOnline

- DCSOnline is secure and accessible through Secure Access Washington (SAW): <https://secure.dshs.wa.gov/dcsonline/>.
- To make payments, users create their own SAW User ID and password, add DCSOnline services, and register their bank account.
- Employers can either build an employee data file within the website or simply upload an existing payroll file.
- DCSOnline is flexible and convenient. Users may schedule future payments and select their own delivery dates.
- A single bank debit transaction handles multiple employee payments.

### ACH Credit with Addenda

- Funds are transferred to the DCS bank account using an Automated Clearing House (ACH) credit transaction similar to a direct deposit.
- The employee identification and payment information is sent in the form of an EDI addenda record through the ACH network with the EFT payment.
- Employers should contact their financial institution to determine their EFT/EDI capabilities, discuss transaction costs, and to seek help with the application process.
- DCS accepts payments in the Corporate Credit or Debit with addenda (CCD+) and Corporate Trade Exchange (CTX) standardized child support formats.
- User Guide: <https://www.dshs.wa.gov/sites/default/files/ESA/dcs/documents/UserGuide.pdf>.
- Bank Routing Number: 021052053, Checking Account Number: 46922337.

### Repetitive Automated Clearing House (ACH) Debit

- Employers authorize DCS to automatically take the payment from their bank account.
- Deductions happen on the same day(s) each month until the employer notifies DCS to stop or make changes.
- Repetitive debit works well for employers with a relatively small, stable work force with fixed payment amounts.

For more detailed information, call 1-800-468-7422 or 360-664-5103.

## EFT Authorization Form

### Employer Authorization Agreement for Electronic Funds Transfer (EFT) of Child Support Payments

Written authorization is not needed for payments through DCSOnline. <https://secure.dshs.wa.gov/dcsonline/>  
Use this form for ACH Credit Authorization or Repetitive Debit Authorization.

Business Name	FEIN	Date of first payment (optional)
Contact Person	Title	Phone
Mailing Address	Email Address	
City	State	Zip

#### EFT Options:

- ACH Credit with Addenda  
 CCD+  CTX

The company listed above will initiate ACH Credit transactions to the DCS bank account for child support payments.

Signature	Title	Date
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#### For Repetitive Debits, complete this section:

- ACH Debit (Repetitive-DCS Initiated)  
Number of Employees   
Date(s) of Payment  (Dates of the month – must be numeric)  
Attach detailed listing with name, social security number and amount for each employee.

The Washington State Division of Child Support is hereby authorized to initiate debit entries to the bank account identified below, and the bank is authorized to debit such account. This authority is to remain in effect until mutual agreement between the Employer and DCS.

Signature	Title	Date
Bank Name		
Branch Address		Branch Telephone
ABA Routing Number	Account Number (Please attach a voided check for verification.)	

← Detach this form, fold and seal for return mail →