



## Direct Deposit Authorization Instructions

The Western Dairyland CACFP reimburses providers by direct deposit.

Please complete the *Direct Deposit Authorization for Home-Based CACFP Programs* form on the back side of this letter and return it to our office as soon as possible. You should use the envelope marked *confidential* to submit your form.

Direct deposit is required for all providers. You will need to have either a checking account or a savings account in order to receive reimbursement. If you do not have either type of bank account, you will need to open one in order to complete and return this information to our office.

Please read the attached form very carefully and complete it to the best of your ability. If you have any questions about direct deposit in general, contact Meghan at 715.836.7511 x 1185. If you have questions specifically about the form or how to fill it out, please call and ask for our Direct Deposit Specialist.

Sincerely,

Western Dairyland CACFP Staff

# Direct Deposit Authorization for Home-Based CACFP Programs

Provider Name \_\_\_\_\_ 4 Digit Provider # \_\_\_\_\_

Provider Phone Numbers \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

I hereby authorize Western Dairyland E.O.C., Inc. to send my entire reimbursement payment to the following financial institution for direct deposit until further notice:

Name of Financial Institution (FI) \_\_\_\_\_

FI's Telephone Number \_ \_ \_ - \_ \_ - \_ \_ \_

Choose the Account Where Reimbursement Should be Deposited:

\_\_\_\_\_ **Checking Account:** Include a VOIDED check and skip down to the provider signature at the bottom of the form.

or

\_\_\_\_\_ **Savings Account:** We recommend you take this form to your FI and have a representative fill in the Routing Number and Account Number below.

FI's Routing Number \_ \_ \_ \_ \_ (savings acct)

Account Number \_\_\_\_\_ (savings acct)

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date

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For program use only:

Date Entered \_\_\_\_\_

Entered By \_\_\_\_\_

This institution is an equal opportunity provider