

**Child Care Development Services**  
123 E Powell Blvd., Suite 300  
Gresham, OR 97030

**Phone: 503-489-2541**  
**Fax: 503-489-2570**  
**Email: [kpayne@ccdsmetro.org](mailto:kpayne@ccdsmetro.org)**

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## **Attention Child Care Providers:**

Child Care Development Services has a **Direct Deposit** feature for your food program reimbursement. This means your money will be electronically deposited into your account.

A checking or savings account in most banks and credit unions will be able to utilize this feature.

### **Think of the advantages:**

- ☺ No more checks stolen or lost in the mail.
- ☺ No more waiting for stop payment and a replacement check to be issued.
- ☺ No more trying to find the time to run to the bank to deposit your check.
- ☺ Quicker access to your funds.

You will receive a printed deposit voucher for each payment deposited into your account, with the same detail you receive on your check stub. The difference is that with **Direct Deposit**, your bank will already have the money and you will have immediate access to that money.

## **Excited? Interested?**

**Direct Deposit** is currently being used by many of our providers.

Please complete the back of this form and mail it back to the accounting office to get started.

Questions? Please contact Kayla at the above numbers!!

## **DIRECT DEPOSIT AUTHORIZATION**

Name: \_\_\_\_\_  
(Please print or type)

- I authorize Child Care Development Services, Inc. to direct deposit funds in Payment of my USDA food reimbursement claims.
  
- I would like Child Care Development Services, Inc to change my direct deposit To the following.
  
- I would like Child Care Development Services, Inc. to cancel my direct deposit Effective: \_\_\_\_\_

### Banking Institution Information

Bank Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Checking   Savings  
(please circle one)

**PLEASE ATTACH A VOIDED CHECK**

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Signature

Date