

**DIRECT DEPOSIT AUTHORIZATION
KENT REGIONAL 4C CACFP**

233 E. Fulton, Suite 107
Grand Rapids, MI 49503
(800) 448-6995 * (616) 451-8281

For Office Use Only

Entered _____
Initials _____

_____ New/Open

_____ Change

_____ Close

NAME

LICENSE NUMBER

ADDRESS

() _____
PHONE NUMBER

CITY/ZIP

DIRECT DEPOSIT EFFECTIVE _____ AS FOLLOWS:
MONTH/YEAR

Bank Name: _____

Savings/Checking No. _____
(Circle One)

Attach a Voided Check to this form or write in the correct Routing number.
If you do not have checks and you do not know your account numbers, please call your bank and ask for their routing number and your savings/checking number.

Routing No. _____

This authorization form must be received on or before the 5th of the month to be effective for that month. Return this form to the above address, Attention: Finance Department. If you have any questions regarding your direct deposit, please call 1(800) 448-6995 or (616) 451-8281 ext. 211.

I (we) hereby authorize KENT REGIONAL 4C to initiate deposit entries to my (our) Checking or Savings Account indicated above and the bank named above. I (we) agree that it is my (our) responsibility to verify that CACFP funds have been deposited on the last working day of the month into the account listed above.

PROVIDER SIGNATURE

DATE

ADDITIONAL SIGNATURE OF PERSON ON ACCOUNT

DATE

DO NOT FAX OR E-MAIL THIS FORM, WE NEED YOUR ORIGINAL SIGNATURE(S)

KENT REGIONAL 4C CACFP

Direct Deposit

Direct Deposit is a benefit offered by Kent Regional 4C. With Direct Deposit your food program check will be deposited directly into your checking or savings account on the last working day of each month.

In order to acquaint you with the concept of Direct Deposit, here are some frequently asked questions concerning this benefit.

- Q. What is the primary advantage of using Direct Deposit?**
A. Convenience. With Direct Deposit you eliminate the need to rush to the bank or credit union to deposit your check.
- Q. What are other advantages of Direct Deposit?**
A. Safety. Direct Deposit is the safest way to deposit your checks. Since all Direct Deposit transactions are processed automatically, this eliminates stolen, lost or damaged checks.
- Q. How does Direct Deposit work?**
A. Instead of receiving a check, your money is automatically deposited into your account at the bank or credit union of your choice.
- Q. How will I know my money has been deposited?**
A. Call and check with the bank you had it deposited in. You will receive a deposit stub that is mailed out the last working day of the month unless otherwise specified by the Michigan Department of Education Child and Adult Care Food Program.
- Q. How many times can I change my direct deposit information in a calendar year?**
A. Twice.
- Q. Can I direct deposit in more than one account?**
A. No, either a checking or savings account, not both.
- Q. What is a routing number and why do you need it?**
A. A routing number is a way for banks to identify each other. It lets our bank send your deposit information, including your account number, to your bank. Then your bank uses your account number to put the money in the correct place.
- Q. When do I get my money?**
A. Your direct deposit is effective (available for you to use) on the last working day of the month, the same day we mail out checks and deposit stubs.