

## Employer Payment Center Request for DOJ Bank Information and Authorization

To obtain the authorization agreement for ACH credit, complete the form below. When this request is received, a signed authorization letter with banking information will be mailed to your business. The letter will provide the state's financial institution account information and authorize your business to set up ACH credit processing for submitting child support payments.

Registered business name			
Doing Business As (DBA) name			
Federal Employer Identification Number (FEIN)			
Dependent health care (Y/N)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Contact name & title			
Mailing address			
City			
State		Zip	
Telephone number			
Fax number			
Email address			
Date of pre-note or first electronic funds transfer (EFT)			
Number of Oregon child support withholdings			

To expedite the ACH credit process and reduce the errors related to incorrect case information, Division of Child Support (DCS) strongly recommends a one-time reconciliation of case data before the first submission of payments. Include the following identifiers in the reconciliation request:

- Employee/Obligor name
- Child support case number(s) - starts with a zero (0) and ends in 41
- Employee/Obligor social security number

Send this information to DCS, Employer Services Central Unit. We will match it to our files and make contact if any corrections are needed. Send a test file to DCS before your first payment submission.

Division of Child Support  
Employer Services Central Unit  
4600 25th Ave NE, Suite 180  
Salem, OR 97301  
Toll free (866) 907-2857  
EFT Fax (503) 378-2863  
[efthelp@doj.state.or.us](mailto:efthelp@doj.state.or.us)

**EFT**

Terms of account disclosure:

Prior to receiving DOJ bank information and an ACH authorization, the company notated on this request (The Company) agrees to the following terms as required by the Department of Justice, Division of Child Support (DCS).

1. The individual signing this form certifies that they have the required authorizations to enter this agreement on behalf of The Company.
2. The Company acknowledges receipt of a copy of, or has access to the current NACHA Operating Rules. The Company agrees to comply with and be bound by those rules.
3. The Company shall transmit credit entries to DCS that comply with the formatting and requirements set forth in the Child Support Banking Convention.
4. The Company is responsible for establishing and maintaining procedures to safeguard against unauthorized transmissions. The Company agrees that no individual will be allowed to initiate transfers in the absence of proper supervision and safeguards, and agrees to take reasonable steps to ensure transactions are initiated accurately. If a payment is transmitted inaccurately and The Company requests a reversal through the ACH network, DCS may deny the reversal if the funds have been distributed prior to notification. In the event of a denial, The Company may contact DCS to discuss the return of the inaccurate payment transmission.
5. To expedite the ACH credit process and reduce the errors related to incorrect case information, DCS requires a one-time reconciliation of case data before the first submission of payments. Directions for the transmission reconciliation will be included with the ACH Credit Authorization.

---

Authorized Signature