



VENDOR FULL SERVICE DIRECT DEPOSIT (FSDD) ENROLLMENT FORM

To enroll in Full Service Direct Deposit, simply fill out this form and return it to PICS. A voided check is REQUIRED for each checking account – **not a deposit slip**. If the depositing to a saving account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. **To ensure that the payment is deposited correctly proof of account numbers is required.**

Below is a sample check detailing where the information necessary to complete this form can be found.

John Q. Public 111 Main Street Any town, USA 1234	0101
	Date _____
Pay to the Order of _____	\$ _____ Dollars
Main Street Bank 800 Main Street Any town, USA 12345	_____
:012345678 :12345678:: 0101	

Routing/Transit Number

Checking Account Number

Important! Please read and sign before completing and submitting.

I hereby authorize Partners in Community Supports (PICS) to deposit any amounts owed vendor by initiating credit entries to vendor accounts at the financial institutions (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by PICS to my accounts. In the event that PICS deposits funds erroneously into the account, I authorize PICS to debit the account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until PICS and Bank have received written notice from me (or designated rep) of its termination in such time and in such manner as to afford PICS and Bank reasonable opportunity to act on it.

Vendor Name: _____

Vendor authorized signature: _____ Date: _____

Account Information

Bank Name/City/State: _____
Routing/Transit Number: _____ Account Number: _____
 Checking Savings

**** PICS will email you the amount deposited into the account, please provide a valid e-mail address for this communication.**

E-mail: _____
(please note: email address must be limited to a max. of 30 characters)