

Direct Deposit of UI Payments

NOTE: The department is no longer issuing benefit payment by paper checks. You can receive payment by direct deposit or debit card. **If you cannot or choose not to enroll in the direct deposit program, you will automatically receive benefits by debit card.** For more information on payment method options, please visit http://dwd.wisconsin.gov/uiben/payment_options.htm

Direct Deposit of UI Payments?

Direct Deposit is the electronic transfer of your weekly Unemployment Insurance (UI) payment into your checking or savings account at your bank, credit union or savings and loan through a system called the Automated Clearing House (ACH) network. Your financial institution must be a member of the ACH network in order for you to receive UI payments by Direct Deposit. If you forward your entire payment from a bank in the U.S. to a bank in another country, contact us at 414-438-7713 or 608-232-0824.

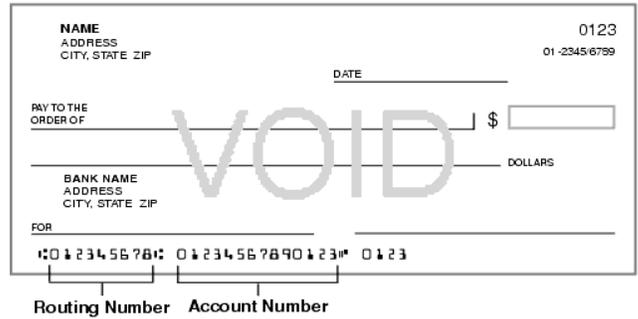
What are the advantages of Direct Deposit?

- Direct Deposit is faster. It eliminates delays by the postal service associated with mailing a paper UI check.
- Direct Deposit is safer. It eliminates the risk of paper checks being lost in the mail, sent to wrong address or stolen.
- Direct Deposit is convenient. It eliminates the need to make a trip to your financial institution and wait in line to cash or deposit your UI check.
- Direct Deposit is free. There is no fee for using the electronic transfer system.

*Additional Information on Reverse Side

Return completed form to:

Department of Workforce Development
 Division of Unemployment Insurance
 PO Box 7958
 Madison WI 53707



State of Wisconsin – Unemployment Insurance Direct Deposit Authorization

PLEASE PRINT

Social Security Number	Claimant Name
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Check One:

Original Sign-Up
 Authorization Change
 Cancel Direct Deposit

Name of Financial Institution	City	Type of Account (Check One): <input type="checkbox"/> Checking <input type="checkbox"/> Savings
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A voided check must be attached for account verification

I authorize the State of Wisconsin, Unemployment Insurance Division, to electronically deposit unemployment insurance benefits I am entitled to receive to my account in the financial institution as listed above. **This authorization will remain in effect until I take action to cancel the request.**

Claimant Signature	Date Signed
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How do I enroll?

- You may enroll online by going to <http://my.unemployment.wisconsin.gov> and selecting **Payment Method Option** after logging in. You will need your user name and password to access the system. If you have not yet created a user name and password, you must do so to enroll online. For more information about signing up for online services, please visit http://dwd.wisconsin.gov/uiben/faq_online_services.htm.
- If you do not have internet access you may complete the Direct Deposit Authorization form below. You must also provide a voided personal check or a document from your financial institution which clearly identifies the bank routing number and your savings account number to ensure the account number and financial institution's routing number you provide are correct. **Your Direct Deposit Information only needs to be submitted once, unless your bank information changes. You DO NOT need to resubmit a Direct Deposit Authorization each time you file for Unemployment Benefits.**

How will I know the UI Payment amounts deposited to my account?

You can find out the deposit date and amount from your financial institution, or by logging in online at <http://my.unemployment.wisconsin.gov> and selecting **View Claim** after logging in.

Who do I contact if my payment is not deposited?

Contact your financial institution's ACH department. Ask if they received your deposit and when they expect to post it to your account. Call one of the UI Information/assistance telephone numbers immediately if your bank has no record that they received your deposit.

What if there are changes to my account into which Direct Deposits are being made?

The UI Division will transmit your payment to the financial institution and account of record as provided by you. It is your responsibility to inform the UI Division of any changes to the account. Changes include changing financial institutions, changing accounts within the same institution, closing accounts, changing your name, or that you wish to change deposit of your payment from one account to another. If you make any of these changes while on Direct Deposit without notifying the UI Division first, your payments will be delayed. If you plan to make any of the above changes, you may update your direct deposit information online by going to <http://my.unemployment.wisconsin.gov> and selecting **Payment Method Option** after logging in. If you do not have internet access call one of the UI information/assistance telephone numbers first. You will be required to fill out a new account authorization form. You will receive payments by UI debit card until the new direct deposit account information is entered. For more information on UI debit cards, please visit http://dwd.wisconsin.gov/uiben/faq_debit_card.htm.

Can I participate in Direct Deposit if I have a joint checking account?

Yes. However, although your UI payment is deposited to a joint account, the UI Division will not release information about payment of benefits to the other party on the joint account. You must call one of the UI information/assistance telephone numbers yourself to obtain that information. In addition, the UI Division will not involve itself in domestic disputes such as the other party's use of the UI monies deposited in the joint account.

How do I cancel Direct Deposit?

You may cancel any future payments of UI benefits being made by direct deposit online by going to <http://my.unemployment.wisconsin.gov> and selecting **Payment Method Option** after logging in. If you do not have internet access call one of the UI information/assistance telephone numbers, or return this form and check 'Cancel Direct Deposit'. Direct Deposit payments will be cancelled immediately upon the department receiving the request. You will be enrolled for a UI debit card beginning with the next weekly claim certification processed. For more information on UI debit cards, please visit http://dwd.wisconsin.gov/uiben/faq_debit_card.htm.

***If you have any other questions about Direct Deposit, call one of the UI information/assistance telephone numbers at 414-438-7713 or 608-232-0824 or TTY 1-888-393-8914. Hours of operation are available online at <http://dwd.wisconsin.gov/uiben/services.htm>.**