

Kansas Department of Social and Rehabilitation Services

SRS Operations

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(785) 296-3271
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Financial/Administration Operations
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SRS Payables
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(785) 291-3251

Dear Child Care Provider:

The State of Kansas makes payments for services provided through direct deposit. Direct deposit makes sure that payments are delivered to your bank account securely, without the delays that can occur with paper checks. Beginning October 1, 2003, SRS will require all child care providers to receive payment by direct deposit.

To sign up for direct deposit, please complete the "Authorization for Direct Deposit of Child Care Payment" form, which is on the back of this letter. To make sure the direct deposit account is set up correctly, we ask that you attach a voided check or voided deposit slip to the completed form.

To avoid delays in the processing of this form, please write clearly and complete all items of information. Not completing the following items are the most common reasons for forms to be returned:

- 1) Tax ID or SSN: This is your nine digit tax identification number, either your social security number or federal employer identification number.
- 2) Title XIX Provider Number(s): This is for Kansas Medicaid provider number(s) to have medical/medicaid payments deposited. **If you are not a Kansas Medicaid/Medical provider, mark this field "NA".**
- 3) Transit / ABA No.: This is the nine digit bank routing number. The routing number can be found at the bottom of checks and deposit slips. If you have any question about the routing number, please contact your bank or financial institution.

If you currently have direct deposit but are changing the bank or account number, mark "Financial Institution or Account Change" in Section A and complete the form with the updated information.

If you wish to cancel direct deposit, complete the top portion of the form, sign and date in Section B.

Mail or fax completed forms to: **Kansas Department of Social and Rehabilitation Services**
Payables Unit
FL 11W, Docking State Office Building
915 SW Harrison Ave
Topeka, KS 66612-1570
FAX: (785) 296-1158

If you have any questions, contact SRS at (785) 296-2338 or (785) 291-3251.

Revised October 1, 2004

Fredrick C. Halvorsen
Manager, SRS Payables