Answers to Questions About Direct Debit

What is Direct Debit?
Direct Debit payment is automatic bill payment. Your payment is deducted automatically from your checking or savings account. You can avoid the hassle of purchasing and mailing money orders.

What is the advantage of Direct Debit?
It saves time! It saves work! It simplifies your life!

How can you transfer money from my account?
Only with your authorization.

When is the Direct Debit transferred from my account?
On its due date(s). You never have to worry about forgetting a payment or mailing it on time!

If I do not write checks, how do I keep my checkbook balance straight?
Since your payment is made at a pre-established time(s), you simply record it in your check register on the appropriate date(s).

Is Direct Debit risky?
Direct Debit is less risky than money order payment. It can not be lost, stolen or destroyed in the mail. It has an extremely high rate of accuracy.

What if I change bank accounts?
Please provide written notification at least seven business days prior to the change and we will give you a new authorization form to complete.

How much does Direct Debit cost?
There is a one time $10.00 set up fee upon enrolling. This minimal charge extremely outweighs the cost of money orders, cashier's checks, and postage. This fee cannot be deducted and must be submitted in cash or money order form.

How do I sign up for Direct Debit?
Complete and sign the authorization form below and return it to us along with a voided check or a saving deposit slip and your $10.00 set up fee. The set up fee can be submitted in cash or money order form.

What if I try Direct Debit and don't like it?
You may cancel your authorization for Direct Debit by submitting written notification at least seven business days prior to the designated date on which funds are to be drafted. But, once you've enjoyed the convenience, time and money savings of Direct Debit, we doubt you will want to go back to paying bills the way you did before.

FOR OFFICE USE ONLY

Counselor_____
First Deposit to be electronic? Y N
Is client a PC? Y N
Set up fee paid?$_____ cash/$order
Date_____
CCCS Representative _____/_____

Form verified by _____

Vanco notified _____

✓ YES! I'd like to sign up for Direct Debit with CCCS of Southern Nevada!

Client Name(s) _____ Client Number _____

Date of first debit _____ Amount of first debit _____

- ❑ Weekly $ _____ on _____ (Specify Day of the Week)
- ❑ Bi-Weekly $ _____ on _____ (Specify Day of the Week – Every other Week)
- ❑ Semi-Monthly $ _____ on _____ and _____ (Specify Dates of the Month – Twice a Month)
- ❑ Monthly $ _____ on _____ (Specify Date of Month)

(PLEASE PRINT) Individual's name as appears on bank account:

Individual's address as appears on bank account:

City: State: Zip:

Please transfer payment directly from my:
- ❑ Checking account (attach a voided check)
- ❑ Savings account (attach a savings deposit slip)

Routing #: Account #:

I authorize CCCS to process debit entries from my account. This authority will remain in effect until I give written notification seven (7) working days in advance to terminate or alter this authorization. I understand that there will be a $10.00 fee for any change made, including termination to my direct debit and that there will be a $20.00 fee for any transaction not honored by my financial institution.

- ❑ I have attached a voided check or a savings deposit slip.
- ❑ I have included my $10.00 set up fee in the form of cash or money order.
- ❑ I have allowed sufficient time (seven business days) to process this authorization.

Authorized signature on my account: Date: