W-9 & Direct Deposit Form Instructions for DCS Resource Parents

Updated October 2025

W-9 & Direct Deposit forms are submitted (1) for a vendor/payee to initially receive payment from the State of Indiana, and (2) when an existing vendor needs to report a change of address or banking information on-file.)

Guidelines for Completion of W-9 & Direct Deposit forms:

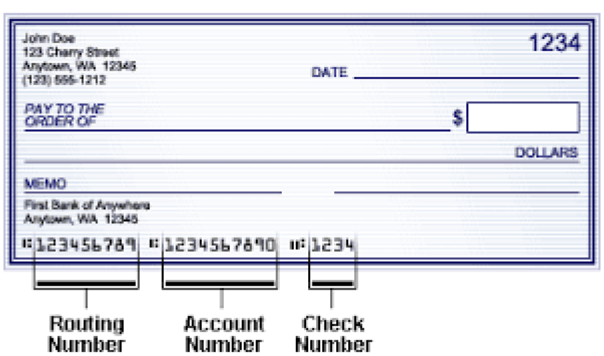
1. Please ensure you have a current version of the form: **W-9** (Rev. March 2024) & **Automated Direct Deposit Authorization Agreement**, State Form 47551 (R9 / 6-23).
   Forms available under "Finance" at: https://www.in.gov/dcs/overview/forms/

2. Please follow the instructions that accompany the forms. Following are some specific examples including which forms are required for each:
   - **<u>When submitting for new vendors</u>**, both forms must be completed and submitted.
   - **<u>When changing only an address</u>**, only the W-9 is required for an active vendor already on file.
   - **<u>When changes need to be made to banking information</u>**, submit both W-9 and Direct Deposit forms.

3. Please include in accompanying documentation or write a note at the top of the form(s) indicating type of vendor (e.g., foster parent, adoptive parent, etc.), as well as the reason(s) for submitting vendor forms (e.g., new vendor, address change, bank change, etc.)

4. When changing bank account, submission of a Direct Deposit form must include **Prior Routing Number** and **Prior Account Number** of the previous account just above Section 1 of the form, as well as new account information completed in Section 2 (i.e. type of account, name of **Financial Institution**, **Routing Number** and **Account Number**). A voided check or letter from the financial institution confirming the new account information will suffice in lieu of prior account information on the Direct Deposit form.

   The images below illustrate where to find the 9-digit **Routing Number** and the **Account Number** at the bottom of a check:



5. **Please be advised that the Indiana State Comptroller's Office will call to confirm all bank changes, in an effort to avert any potential fraudulent activity.**

6. Voided checks and bank letters will **not** suffice in lieu of Direct Deposit form Section 2 completion, however, inclusion of such documentation will help to verify that information on the form is correct.

7. When changing bank accounts, it is recommended that the old account remain open until after the first deposit to the new account.

8. Please be sure to include an e-mail address in Section 3 of the Direct Deposit form, for delivery of the ACH Notification via e-mail.

9. Please note that signatures are required and must be either hand-written or electronic signature such as DocuSign or Adobe Sign. Typed signatures are not allowed.

10. For 2-parent foster or adoptive parent households, only 1 parent can be submitted as vendor/payee. Payment can be directed to either foster parent, as long as the vendor/payee is licensed. Vendor/payee must also be included as a named account-holder of the bank account submitted.

11. For adoptive parents considering changing vendor/payee from one parent to the other, please contact DCS Central Eligibility Unit at Centralized.Eligibility@dcs.IN.gov or 877-265-0086

12. To make any changes to email addresses receiving ACH Notifications, please email the Indiana State Comptroller's Office via Suppliers@comptroller.in.gov

13. Any questions, please e-mail DCSResourceUnit@dcs.in.gov or call 877-340-0309

W-9 and Direct Deposit Form Submission Guidelines:

Internal submission (i.e. within the State of Indiana e-mail system, including DCS local offices) of the W-9 & Direct Deposit forms should be accomplished via scan & e-mail to DCSResourceUnit@dcs.in.gov

Otherwise, these forms can be faxed to DCS Resource Unit at 317-232-1737 or mailed to:

DCS Resource Unit
Room W364, Mail Stop 54
402 W. Washington Street
Indianapolis, IN 46204