

Direct Deposit Payment

Paying by direct deposit results in savings to the State of Washington and all its citizens. We believe you will find this method of payment secure and convenient, as you will know the funds are safely deposited in your bank account even when you are not able to go to your bank.

How to Apply for Direct Deposit

To apply, the following three items **MUST** be submitted to SSPS:

1. A voided check or deposit slip for your bank account. (The account to which you want the electronic payments sent.)
2. A completed and signed [Authorization Agreement for Direct Deposit](#) (PDF) available on line by following the PDF link, or to obtain a paper form, contact SSPS at (360) 664-6161.
3. An IRS form, [W-9](#) (PDF) completed and signed. (Also available on line by following the W-9 PDF link, or at any location that supplies Internal Revenue Service forms.)

Once the completed forms are received, a Statewide Vendor Number will be established for you. This Statewide Vendor Number enables **SSPS** to initiate direct deposit payments to you.

Paying by direct deposit results in savings to the State of Washington and all its citizens. We believe you will find this method of payment secure and convenient, as you will know the funds are safely deposited in your bank account even when you are not able to go to your bank.

Next, a pre-note will be sent to your bank. This pre-note is a zero dollar transaction that your financial institution is required to check for account validity. The pre-note process takes approximately two weeks. Direct deposit availability usually begins about 3 to 4 weeks after your application is received. When payments are made via direct deposit you will receive a short Remittance Advice from the Office of Financial Management that tells you the amount of the payment and the settlement date (the day the funds are available to you). A few days later, you will receive the detailed SSPS Remittance Advice that is sent to all SSPS payees.

Before you apply, please read the [Direct Deposit Fact Sheet](#) It answers the most commonly asked questions. SSPS looks forward to receiving your paperwork and getting you started on receiving payments electronically!

To change your Direct Deposit Account:

- [SSPS Bank Change Form](#) (PDF)

E-mail sspsdirectdeposit@dshs.wa.gov if you have additional questions.