



## Foster Family Direct Deposit

### Authorization Form & Instructions

Credence Village offers foster families the option of receiving foster care reimbursement payments by direct deposit. Direct deposit payments will be scheduled to post to your bank on the 5<sup>th</sup> and 20<sup>th</sup> of each month, or on the following business day if the 20<sup>th</sup> falls on a weekend or holiday. Direct deposits may only be deposited into one bank account. A detailed payment report will be emailed to the primary email address we have on file for your family within two days of the direct deposit payment.

To enroll in the direct deposit program, you will need to complete the following steps:

1. Complete and sign the Foster Family Direct Deposit Authorization Form below (**both** foster parents, if applicable, must sign and date the form)
2. Attach **one** of the following:
  - 1) a cancelled or voided check for the designated direct deposit bank account or
  - 2) a direct deposit form from your bank with your bank and account information pre-printed on it
3. Send the Direct Deposit Authorization Form to Credence Village by one of the methods below:
  - **SCAN** - The best way to send the Direct Deposit Authorization Form is to **upload** it to:  
[www.extendreach.com](http://www.extendreach.com) **Foster Parent Website OR**  
email to [info@credencevillage.org](mailto:info@credencevillage.org)  
**Attention: Accounting Department**
  - **MAIL** - You may also **mail** the Direct Deposit Authorization Form to:  
**Credence Village, Inc.**  
**Attn: Accounting Department**  
**2826 McDonough Way**  
**Katy, TX 77494**

All completed direct deposit forms received by the **end of each month** will be processed for the payments going out the **following month**.

Credence Village, Inc.  
(832) 888-KIDZ (5439)  
[info@credencevillage.org](mailto:info@credencevillage.org)



"It Takes A Village"

**Authorization Agreement**

This authorizes Credence Village, Inc. to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my account indicated below and to other accounts I identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries. I agree that the ACH transactions authorized herein shall comply with all applicable U.S. Laws.

Further, I agree not to hold Credence Village, Inc. responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account. This authorization will remain in effect until Credence Village, Inc. receives a written notice of cancellation.

**Account Information**

Account Type:  Checking  Savings

Name of Financial Institution: \_\_\_\_\_

Bank routing/ABA Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

*Attach a voided check here.*

**Signature(s)**

Primary Name *(Print)*: \_\_\_\_\_

Authorized Signature *(Primary)*: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse/Joint Name *(Print)*: \_\_\_\_\_

Authorized Signature *(Joint)*: \_\_\_\_\_ Date: \_\_\_\_\_

Credence Village, Inc.  
(832) 888-KIDZ (5439)  
info@credencevillage.org