



# Electronic Funds Transfer Payment & Child Care Providers

Presenter: Edith Hogan

# What is EFT?

- On payday a deposit is automatically made to your checking or savings account. Then a voided voucher listing the child care services for which the deposit is being made will be sent by mail. Please call your bank to verify deposit.
- The Texas Workforce Commission (main funding source) made this method of payment a requirement to be implemented by Boards when reimbursing child care providers.

# Why EFT?

- The EFT payment system is safe, convenient & easy because ...
  - Money is deposited faster and consistently
  - Eliminating the possibility of lost or stolen checks, and
  - Avoiding long lines when trying to cash a check

# Documentation Required

- In order to setup EFT you need to submit the following items:
  - Authorization Form – attached voided check
  - W-9 – Attached Copy of your social security card and picture ID

Note: Forms to be signed by provider and bank under provider name – no exception

- Submit required items within 12 days of child enrollment to the following address

1701 E. Hillside Rd.

Laredo, TX 78041

Attention: Edith Hogan

# What if I do not have an account?

- If you are a child care provider, you must have a checking or savings account; otherwise, your payment will be delayed until bank account information is submitted.
- Most banks offer free checking accounts. Please contact the banking institution of your choice to get started.

**Thank You!**