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SOUTHEAST CENTER

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Washington, DC 20020
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UW# 8219 CFC# 61733

To: Rep Payee Program Vendors
From: Susanne Horn, Representative Payee Program Manager
Llasmin Rubio, Representative Payee Program Accountant
Jovana Kennedy, Representative Payee Program Analyst
Re: Direct Deposit Enrollment
Date: January 6, 2020

Please sign up for Direct Deposit for all payments that the Bread for the City Representative Payee Program sends to you on behalf of our consumers.

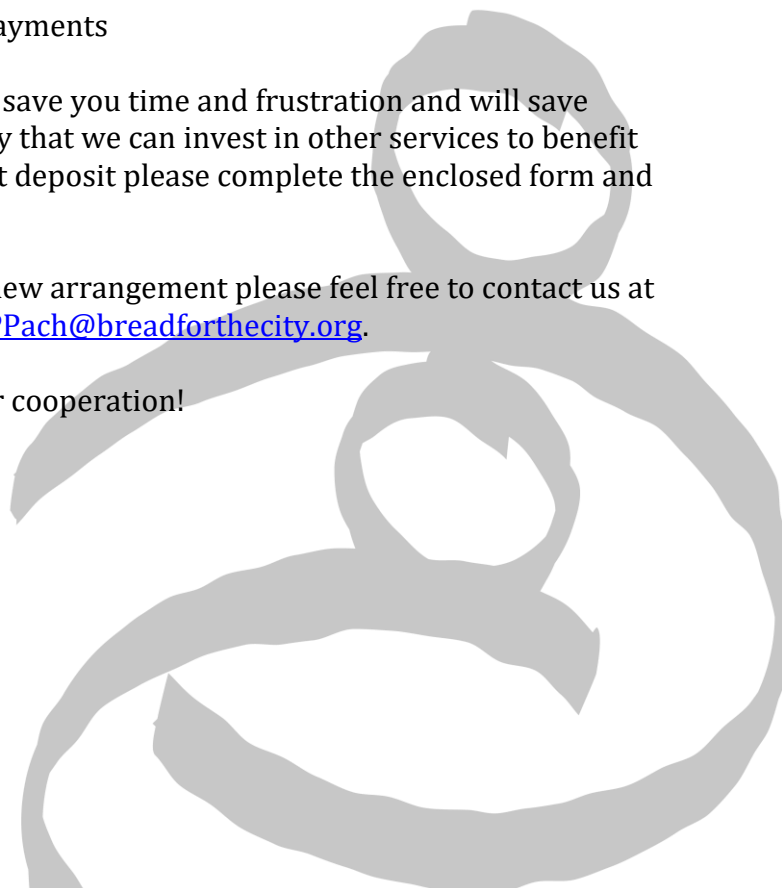
Direct Deposit is a more secure and immediate way of receiving your payments.

- Less frustration and delays
- No more checks lost in the mail
- No more trips to the bank
- No more stale dated checks
- Electronic notification of payments

Signing up for Direct Deposit will save you time and frustration and will save Bread for the City time and money that we can invest in other services to benefit our consumers. To enroll in direct deposit please complete the enclosed form and return by email or fax.

If you have questions about this new arrangement please feel free to contact us at (202) 386-7016 or by email at RPPach@breadforthecity.org.

We thank you in advance for your cooperation!





(3/2019)

Representative Payee Program Direct Deposit - Vendor

The Bread for the City Representative Payee Program will make payments to third parties/vendors by Direct Deposit. Payments are made on behalf of consumers enrolled in our program on the basis of a predetermined budget plan completed by the consumer and their Community Support Worker. This plan must provide the details regarding the amount and frequency of payments to be made to the vendor named here. We will apply this direct deposit payment information to all payments made to your business unless otherwise requested.

Please complete ALL information. Please print clearly or type.

Business/Account/Vendor Name: _____	
Address: _____	Phone: _____
Contact Name: _____	
Email Address: _____	

Bank Account Information: Please print clearly.

Name of Bank: _____	Type of Account: _____
Bank Address: _____	<input type="checkbox"/> Checking
_____	<input type="checkbox"/> Savings
Account Number: _____	
Bank Routing Number: _____	

Please read:

Bread for the City sends payments by Direct Deposit on a predetermined monthly schedule. Beginning of the month payments (such as rent) are initiated as soon as consumer funds are available. You will receive an automated email notification during the processing that will alert you to the date that funds will credit to your account. We will send you a confirmation email when your new direct deposit record has been set up.

If you are receiving payments for more than one consumer you will receive details about amounts to credit to individual clients by email. Please contact us immediately if you have received a payment that was not due. Vendors are encouraged to forward information about changes in payment obligations or delinquencies to the consumers and to Bread for the City so that they can be addressed in a timely manner.

The vendor signing below is responsible for verifying the **bank account number** and the **routing number** with the financial institution. You may also attach a copy of a voided check or a Direct Deposit form provided by your financial institution in addition to signing below.

If the direct deposit payment cannot be completed successfully, the RPP will notify the vendor as soon as possible and issue a paper check for payment as necessary. Please keep your contact information up-to-date to facilitate this process. You can reach us at:

Phone: (202) 386-7016 / Fax: (202) 265-1970 / Email: RPPach@breadforthecity.org

Vendor Signature: _____ **Date:** _____