



FOOD
CLOTHING
MEDICAL
services
LEGAL
services
SOCIAL
services
ADVOCACY
DIGNITY
RESPECT
SERVICE
JUSTICE

To: Rep Payee Program Vendors
From: Susanne Horn and Llasmin Rubio,
Bread for the City Representative Payee Accounting
Re: Direct Deposit Enrollment
Date: December 12, 2023

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

SOUTHEAST CENTER

1640 Good Hope Road, SE
Washington, DC 20020
phone: 202.561.8587
fax: 202.587.0537

NORTHWEST CENTER

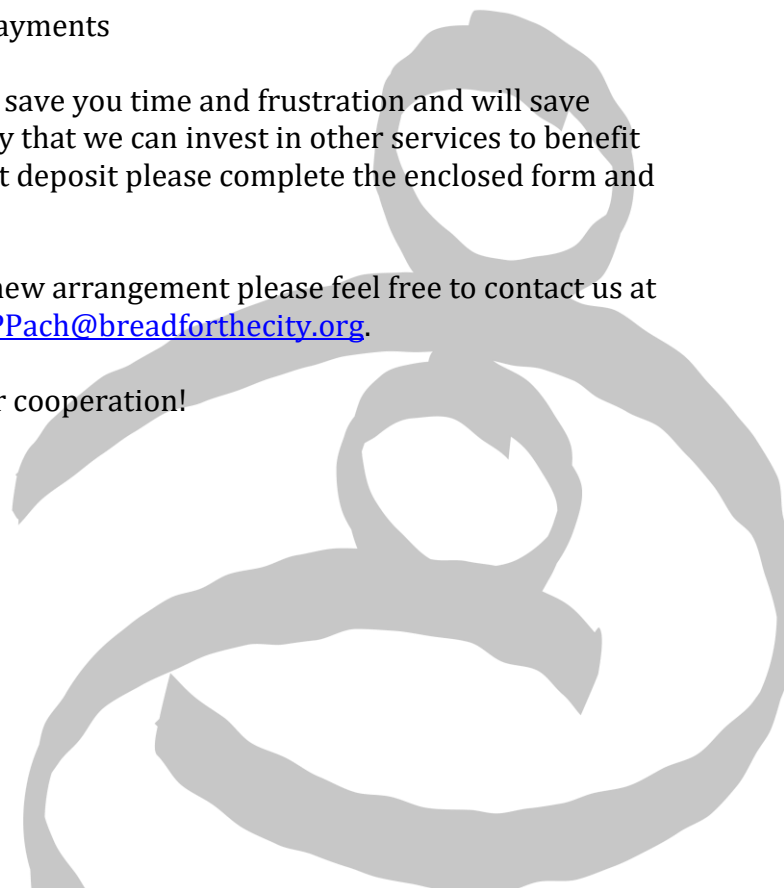
1525 Seventh Street, NW
Washington, DC 20001
phone: 202.265.2400
fax: 202.518.0545

www.breadforthecity.org
info@breadforthecity.org
UW# 8219 CFC# 61733

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!





**Representative Payee Program
Direct Deposit - Vendor**

The Bread for the City Representative Payee Program will make payments to 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: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank Address: _____	
Account Number: _____	
Bank Routing Number: _____	

Attach a voided check or other bank document showing name, routing and account numbers.

Please read:

You will receive a confirmation email when your new direct deposit record has been set up. Bread for the City sends payments by ACH 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. If you are receiving payments for more than one consumer the email will include details about amounts to credit to individual clients. Please contact us if you have received a payment that was not due or have questions about payments received. 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 and for notifying Bread for the City of changes in a timely manner. If a direct deposit payment cannot be completed successfully, the RPP will notify the vendor as soon as possible and will issue a paper check for payment as necessary. Please keep your contact information up-to-date to facilitate this process.

You can reach the Bread for the City RPP Accounting staff at:

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

Authorized Signature: _____ **Date:** _____