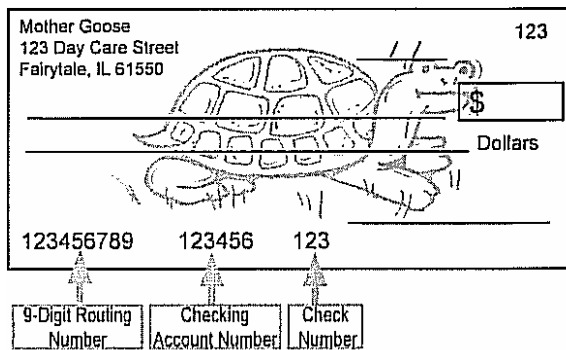


Direct Deposit is now available to All Providers!!

The following Information is required to sign up for direct deposit:

Site #:
Account Type: (checking or savings)
Account Number:
Bank Routing Number:



Sample e-mail or letter:

From: mothergoosesdaycare@yahoo.com
To: messagecenter@daycareresources.org
Subject: Direct Deposit

I would like to participate in the direct deposit program.

Site #: 50000
Account #: 123456
Routing #: 123456789
Type of Account: Checking Account

Signing up:

Use the Direct Deposit Authorization Agreement Form and mail or fax it to our office.

If it is close to the cut-off date of the 14th and you want to ensure you get signed up for the current reimbursement period you may choose one of the following methods, **but you will still be required to sign and send in the Direct Deposit Authorization Agreement to remain signed up.**

1. Send an e-mail to messagecenter@daycareresources.org.
(see example above next to sample check)
- OR-
2. Use the Contact Us page on www.daycareresources.org website.
(see example above next to sample check)

All Providers are required to sign a Direct Deposit Authorization Agreement form to sign up or remain signed up.

Direct Deposit Purpose:

Direct Deposit is meant to be a convenience service. There is no guarantee, but typically you will receive the funds quicker than if you were to receive a check through the mail. You will still receive a mailing which contains your office error report, check stub, and other important information. It takes 24 to 48 hours for the funds to reach your account from the time and date we send out the reimbursements. **Excessive account changes (more than 2 a year) may result in ineligibility.**

Problems:

Minor problems will be fixed by the providers' bank and notification will be sent to our bank which will notify Day Care Resources, Inc. of any inaccurate information. Funds will still reach your account.

Major problems can occur, usually with the first deposit, due to inaccurate banking information, in which case the funds are returned to our bank.

Day Care Resources, Inc. will contact you in either case to verify the information we have on file and with the information returned to us from your bank is correct.