



Oregon Department of Justice

## Oregon Child Support Program

Supporting Parents to Support Children

### Employer Payment Center Request for Bank Information and Authorization

Complete this form to obtain the authorization agreement for Automated Clearing House (ACH) credit. After we receive your request, we will mail a signed authorization letter with banking information to you. The letter will provide the State of Oregon's financial institution account information and authorize your business to set up ACH credit processing for submitting child support payments.

Registered business name		
Doing Business As (DBA) name		
Federal Employer Identification Number (FEIN)		
Contact name & title		
Mailing address		
City		
State		ZIP code
Phone number		
Fax number		
Email		

To expedite the ACH credit process and reduce errors related to incorrect case information, the Oregon Department of Justice and the Oregon Child Support Program require a one-time reconciliation of case data before the first submission of payments. We request a test file be sent to us before your first payment submission. Include the following identifiers in the case data reconciliation request:

- Name of employee or individual independent contractor
- Social Security number for the employee or individual independent contractor
- 15-digit Oregon child support case number

Once we receive this information from you, we will update our files and contact you if any corrections are needed. You can send the information to:

Oregon Child Support Program  
Employer Services  
PO Box 14680  
Salem, OR 97309  
Phone: 866-907-2857  
Fax: 503-986-2416  
Email: [ChildSupportACHEmployerQuestions@doj.oregon.gov](mailto:ChildSupportACHEmployerQuestions@doj.oregon.gov)

**Electronic Funds Transfer – Terms of account disclosure:**

Before receiving bank information and an ACH authorization from the Oregon Department of Justice and Oregon Child Support Program, the business completing this request (Business) agrees to the following terms:

- 1. The individual signing this form certifies they have the required authorizations to enter this agreement on behalf of Business.
- 2. Business acknowledges receipt of a copy of, or has access to, the current NACHA Operating Rules. Business agrees to comply with and be bound by those rules.
- 3. Business shall transmit credit entries to the Oregon Child Support Program that comply with the formatting and requirements set forth in the Child Support Banking Convention.
- 4. Business is responsible for establishing and maintaining procedures to safeguard against unauthorized transmissions. Business agrees that no individual will be allowed to initiate transfers in the absence of proper supervision and safeguards and agrees to take reasonable steps to ensure transactions are initiated accurately. If a payment is transmitted inaccurately and Business requests a reversal through the ACH network, the Oregon Child Support Program may deny the reversal if the funds have been distributed prior to notification. In the event of a denial, Business may contact the program to discuss the return of the inaccurate payment transmission.
- 5. To expedite the ACH credit process and reduce the errors related to incorrect case information, the Oregon Child Support Program requires a one-time reconciliation of case data before the first submission of payments. Instructions for the transmission reconciliation will be included with the ACH Credit Authorization.

Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_