



What is ACH: ACH payments are electronic payments that are sent to the customers checking or savings account • Funds being available the next business day.

What are the requirements for ACH: an email address and either a checking and/or savings account

What if I change my bank account: You will need to complete and provide a new ACH Enrollment form with your new account information from your financial institution.

How do I know when the funds have been sent electronic to by bank: Your payment is sent electronic to your financial institution at the same time your payment advice email is sent to your valid email address. Be advised that funds are not available till the next business day.

ACH requires that the following forms to be completed:

- ACH Enrollment form
- W-9 request for Taxpayer Identification Number and Certification. **The Clark County Comptroller requires that one copy of this form be filled out for each individual licensed provider and adoptive parent per adoption agreement. For example, if there are two (2) payees detailed on your current check/direct deposit (i.e. John and Jane Smith), you are required to complete two (2) forms.** Foster Care payments are considered non-taxable income. Completion of this form will not affect this tax status.
- Voided check, deposit slip or letter from your financial institution

What is BofA Prepaid Debit card: Prepaid Debit card payments are electronic payments that are sent to the BofA Prepaid Debit card • Funds being available the next business day • BofA Prepaid Debit card is not a credit card but can be used wherever Visa is accepted • No additional deposits can be made to this prepaid card only the funds to be received from Clark County can be deposited to this card.

What are the requirements for BofA Prepaid Debit card: an email address

How will I receive my initial prepaid debit card: You will be contacted by DFS Fiscal staff when your prepaid debit card has been issued and ready for pick up at the DFS Central site • You will be required to show your ID

How do I know when the funds have been sent electronic to the prepaid card: Your payment is sent electronic to BofA prepaid card at the same time your payment advice email is sent to your valid email address. Be advised that funds are not available till the next business day

What if I lose my card: You will contact BofA Customer Service 1-866-213-4074.

BofA Prepaid Card requires that the following forms to be completed:

- Prepaid Debit card enrollment form per payee (i.e. John and Jane Smith are required to both fill out an enrollment form.)
- W-9 request for Taxpayer Identification Number and Certification. **The Clark County Comptroller requires that one copy of this form be filled out for each individual licensed provider and adoptive parent per adoption agreement. For example, if there are two (2) payees detailed on your current check/direct deposit (i.e. John and Jane Smith), you are required to complete two (2) forms.** Foster Care payments are considered non-taxable income. Completion of this form will not affect this tax status.



Both payment programs:

All mandatory fields must be filled out on the enrollment forms & W9's

Incomplete forms will be rejected and returned back to you to be completed.

This process could take 1 to 2 months to set up your new payment method.

Be sure to keep your licensing/adoption worker informed of any changes in address and/or contact information.

With both programs your payment advice will be emailed to you as you will no longer be receiving an actual check, which is why a valid email address is required.

In order for electronic statements to be sent out efficiently please include the blow listed contacts to your address book.

Jose Pagapular C1210JRP@clarkcountynv.gov

Marisol Maxfield marisolm@clarkcountynv.gov

**Please submit all completed forms by
either mail, email or fax to:**

**Clark County Department of Family Services
Attn: DFS Fiscal Services
121 S Martin L. King Blvd
Las Vegas, NV 89106**

DFSfiscalservices@clarkcountynv.gov

FAX: (702) 382-2004