



Direct Deposit Authorization/Change Request

Louisiana EarlySteps
Central Finance Office

The Louisiana Early Steps program provides a safe, easy, and trouble-free way for you to receive your payments.* Direct Deposit places your payments electronically into your checking account instead of having to wait to receive your check by mail.

Authorization/Change

I hereby authorize the Louisiana Early Intervention-Central Finance Office, hereinafter called LDH-CFO, to initiate credit entries, and debit entries for any erroneous credit, to the following bank account (checking accounts only).**

Payee Information:

Payee Name: _____ FEIN/Social Security Number: _____

Payee Address: _____

City: _____ State: _____ Zip: _____ Payee Telephone Number: _____

Financial Institution Name: _____

Account Information: **Attach a voided or canceled check. A copy is acceptable.**

Name on Account: _____

Routing Number																			
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Account Number																			
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This authority is to remain in full force until LDH-CFO has received notification from me of its termination in such time and in such manner as to afford LDH-CFO and Depository a reasonable opportunity to act on it. Furthermore, It is agreed that this agreement can be terminated by LDH-CFO with reasonable notification to the party.

Authorized Name: _____

Signature: _____ Date: _____

Please Return Completed Form and Documentation to:

Mail: Attn: Provider Enrollment FAX: 1-913-888-6683 EMAIL: laeienroll@gainwelltechnologies.com
Louisiana Early Intervention – Central Finance Office
P/O Box 29134
Shawnee Mission, KS 66201-9134

For CFO Use Only	Date Received	Date Entered	Entered By	Test Complete Date

*If you elect to receive payments electronically, all funds must be designated to one account

**Negative balances at month end will not be debited from your checking account. The negative amount will be deducted from future payments.