

**Pennsylvania State Collections and Disbursement Unit
Attn: Electronics Department
P.O. Box 60948
Harrisburg, PA 17106-0948
(877)-PAS-SCDU**

Enclosed is the Recurring Automatic Withdrawal (RAW) Authorization Form you recently requested. The form must be completely filled out and signed. Please return the completed application to the address listed above.

Recurring Automatic Withdrawal is provided as a convenience. You are still required to meet all court ordered payments on time. The RAW request will be sent to your bank 2-business days in advance of your payment due date. Upon receipt at the SCDU, the payment will be held for four days in order to verify funds. The payment will be posted and subsequently sent to the plaintiff on the 7th day.

The first payment will be withdrawn from your account within three to four weeks of your application receipt. Your payments will then continue on a regular basis. Your banking institute may take up to 3-business days before they debit the funds from your account. These payments will then be held an additional four days at PA SCDU and then sent to the plaintiff. Verification of the exact date of your first automatic withdrawal may be made at your banking institution. If you have any questions about completing the form, contact PA SCDU Customer Service at (877) 727-7238 from 8:00 a.m. until 5:00 p.m. Monday through Friday.

After Recurring Automatic Withdrawal is established, changes or termination will need to be submitted in writing. Please call PA SCDU Customer Service at (877) 727-7238 to request the appropriate forms.

Again, please send your completed application to the address listed above. Your eligibility for Recurring Automatic Withdrawal may be involuntarily terminated in the event that there are insufficient funds in your account at the time of a regularly scheduled automatic withdrawal. Replacement of any insufficient amount must occur within 7-days of the item being presented or further action to collect may be taken. If a payment on this account is insufficient you will be prohibited from using personal checks to make your payments at PA SCDU. Future payments may be made with either a money order or cashier's check.

If you prefer to manually initiate each withdrawal of your child support payment from your bank account, please contact a PA SCDU Customer Service Representative at (877) 727-7238 and ask for a Pay-By-Phone Authorization form.

Notice: Effective 1/6/03 all bank returns are being sent to CSI for private collection. These collection efforts can include electronic collection from your account as well as traditional methods.

Pennsylvania State Collections and Disbursement Unit
Attn: Electronics Department
P.O. Box 60948
Harrisburg, PA 17106-0948
(877)-PAS-SCDU

Recurring Automatic Withdrawal Authorization

Section 1 (to be completed by Payor)

Please Print All Information

Payor Name			Withdrawal Account Type (check one) Checking <input type="checkbox"/> or Savings <input type="checkbox"/>		
Street Address and Apartment Number			Payor Checking or Savings Account Number		
City	State	Zip Code	Daytime Telephone Number Home Telephone Number		
PACSES Member ID			Payor Social Security Number		
<p>Amount of Withdrawal : \$ _____</p> <p>Frequency of Withdrawal: <input type="checkbox"/> Monthly on the _____ day of the month (1-28 only) (check one) <input type="checkbox"/> Semi-monthly on the _____ and _____ of the month <input type="checkbox"/> Weekly: Day of the week _____ Mon.-Fri. <input type="checkbox"/> Bi-Weekly: Day of the week _____ Mon.-Fri.</p> <p>** <input type="checkbox"/> Change amount of withdrawal from \$ _____ to \$ _____</p>					

Section 2 (to be completed by Bank/Financial Institution)

Name of Bank/Financial Institution		Routing Number	
		Account Number	
Name of Bank Representative	Signature of Bank Representative	Telephone Number	

****Requests to make changes to or terminate your Recurring Automatic Withdrawal must be in writing and include the authorized signature(s). Please call 1-(877) PAS-SCDU / 1-877-727-7238.**

Note: Automatic withdrawal is a convenience to you. You are still required to meet all court ordered payments on time. Additional payments may still be made by mail. Continue making all payments in full until you have verified with your bank that the automatic withdraw has begun. **If payments are returned insufficient from your bank, your RAW payments option will be closed immediately. Replacement of the NSF item is required and money orders or cashier's check are required for future payments.**

Payor Signature _____ Date _____