

## Direct Deposit Tip Sheet for Foster Parents

**If you follow the specific instructions below, your direct deposit request should be processed within 7 days. Please email the foster parent ombuds at [Rebecca.Rice1@maryland.gov](mailto:Rebecca.Rice1@maryland.gov) if you need assistance.**

Be sure to complete the direct deposit form correctly and completely and include a voided check or letter from your bank (see requirements below for the bank letter).

Make sure your name and address are the same on all documents (direct deposit form, voided check or bank letter).

Be sure that the name you put on the direct deposit form is the same person who currently receives the paper checks.

Email the form and your voided check or bank letter to Darlene Saunders at the Comptroller's Office. **DSaunders@marylandtaxes.gov** Put **Foster Parent Direct Deposit** in the subject line and cc yourself so you have easy access to the documents you submitted.

If you haven't received a response within a few days, please email Darlene Saunders to confirm the email went through and cc the foster parent ombuds: [Rebecca.Rice1@maryland.gov](mailto:Rebecca.Rice1@maryland.gov).

Be prepared for a phone call: After the comptroller's office has reviewed your documents, they will call you at the number listed on the form to confirm your banking information. If you miss their call, please call them back asap. Otherwise, the process cannot move forward.

**When completing the form, please note that the numbers below are frequently missed or not filled out correctly:**

**#6:** Should be "your name, foster parent" \*Be sure to use the name of the person who is considered the primary applicant in the child welfare system (CJAMS). If you are not certain who that is, contact your resource home worker.

**#17:** Should be your name

**#18:** Should be foster parent

**#19:** Should be your signature

**#20:** Should be the date you submit the form

**#21 & 22:** You can leave these blank

**Requirements for the letter from the bank:** If you don't have a voided check, you must submit a letter from your bank that includes all of the following:

- Must be on bank letterhead
- Must include your full name
- Must include your address that matches the address on the direct deposit form and in the state's child welfare system (CJAMS).
- Must include your bank account information
- Must include the bank representative's name, title, and handwritten signature