

Direct Deposit of Unemployment Benefit Payments

NOTE: The department is no longer issuing benefit payment by paper checks. You can receive payment by direct deposit or debit card. **If you cannot or choose not to enroll in the direct deposit program, you will automatically receive benefits by debit card.** For more information on payment method options, please visit <https://dwd.wisconsin.gov/uiben/payment.htm>.

What is direct deposit?

Direct deposit is the electronic transfer of your weekly unemployment benefit payment into your checking or savings account at your bank, credit union or savings and loan through a system called the Automated Clearing House (ACH) network. Your financial institution must be a member of the ACH network in order for you to receive benefit payments by direct deposit. If you forward your entire payment from a bank in the U.S. to a bank in another country, contact us at (414) 435-7069.

What are the advantages of direct deposit?

- Direct deposit is faster. It eliminates delays by the postal service associated with mailing a paper check.
- Direct deposit is safer. It eliminates the risk of paper checks being lost in the mail, sent to wrong address or stolen.
- Direct deposit is convenient. It eliminates the need to make a trip to your financial institution and wait in line to cash or deposit your check.
- Direct deposit is free. There is no fee for using the electronic transfer system.

*Additional Information on Reverse Side

Return completed form to:

Department of Workforce Development
Unemployment Insurance Division
PO Box 7958
Madison WI 53707

The image shows the back of a check with a large 'VOID' watermark. The fields are as follows:
- Top right: 0123, 01-2345-6789
- Top left: NAME, ADDRESS, CITY, STATE, ZIP
- Middle right: DATE
- Middle left: PAY TO THE ORDER OF
- Middle right: \$ []
- Middle right: DOLLARS
- Middle left: BANK NAME, ADDRESS, CITY, STATE, ZIP
- Middle left: FOR
- Bottom: ⑆0⑆ 23456789⑆ 0⑆ 234567890⑆ 23⑆ 0⑆ 23
- Bottom: Routing Number, Account Number

State of Wisconsin – Unemployment Insurance Direct Deposit Authorization

PLEASE PRINT

Social Security Number	Claimant Name
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Check One:

Original Sign-Up Authorization Change Cancel Direct Deposit

Name of Financial Institution	City	Type of Account (Check One): <input type="checkbox"/> Checking <input type="checkbox"/> Savings
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A voided check must be attached for account verification

I authorize the State of Wisconsin, Unemployment Insurance Division, to electronically deposit unemployment benefits I am entitled to receive to my account in the financial institution as listed above. **This authorization will remain in effect until I take action to cancel the request.**

Claimant Signature	Date Signed
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How do I enroll?

- You may enroll online by going to <https://my.unemployment.wisconsin.gov> and selecting **Payment Method Option** after logging in. You will need your user name and password to access the system. For more information about online services, please visit <https://dwd.wisconsin.gov/uiben/faqs/logon.htm>.
- If you do not have internet access you may complete the Direct Deposit Authorization form on the first page. You must also provide a voided personal check or a document from your financial institution which clearly identifies the bank routing number and your savings account number to ensure the account number and financial institution's routing number you provide are correct. **Your direct deposit information only needs to be submitted once, unless your bank information changes. You DO NOT need to resubmit a Direct Deposit Authorization each time you file for unemployment benefits.**

How will I know the payment amounts deposited to my account?

You can find out the deposit date and amount from your financial institution, or by logging in online at <https://my.unemployment.wisconsin.gov> and selecting **View Claim** after logging in.

Who do I contact if my payment is not deposited?

Contact your financial institution's ACH department. Ask if they received your deposit and when they expect to post it to your account. Call a claims specialist immediately at (414) 435-7069 if your bank has no record that they received your deposit.

What if there are changes to my account into which direct deposits are being made?

The department will transmit your payment to the financial institution and account of record as provided by you. It is your responsibility to inform the department of any changes to the account. Changes include changing financial institutions, changing accounts within the same institution, closing accounts, changing your name, or that you wish to change deposit of your payment from one account to another. If you make any of these changes while on direct deposit without notifying the department first, your payments will be delayed. If you plan to make any of the above changes, you may update your direct deposit information online by going to <https://my.unemployment.wisconsin.gov> and selecting **Payment Method Option** after logging in. For help using online services or if you are unable to go online call (414) 435-7069 during business hours. You will be required to fill out a new Direct Deposit Authorization form. You will receive payments by debit card until the new direct deposit account information is entered. For more information on the Visa® Pre-Paid Debit Card, please visit <https://dwd.wisconsin.gov/uiben/faqs/debitcard.htm>.

Can I participate in direct deposit if I have a joint checking account?

Yes. However, although your unemployment benefit payment is deposited to a joint account, the department will not release information about payment of benefits to the other party on the joint account. You must go online at <https://my.unemployment.wisconsin.gov> or call a claims specialist at (414) 435-7069 yourself to obtain that information. In addition, the department will not involve itself in domestic disputes such as the other party's use of the unemployment benefit monies deposited in the joint account.

How do I cancel direct deposit?

You may cancel any future payments of unemployment benefits being made by direct deposit by going online to <https://my.unemployment.wisconsin.gov> and selecting **Payment Method Option** after logging in. For help using online services or if you are unable to go online call (414) 435-7069 during business hours. If you are unable to go online you will need to return this form and check 'Cancel Direct Deposit'. Direct deposit payments will be cancelled immediately upon the department receiving the request. You will be enrolled for a debit card beginning with the next weekly claim certification processed. For more information on the Visa® Pre-Paid Debit Card, please visit <https://dwd.wisconsin.gov/uiben/faqs/debitcard.htm>.

*** If you have any other questions about direct deposit, please visit <https://dwd.wisconsin.gov/uiben/faqs/directdeposit.htm> or call a claims specialist at (414) 435-7069 or dial 7-1-1 for Wisconsin Relay Service. Hours of operation are available online at <https://dwd.wisconsin.gov/uiben/services.htm>.**