



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
Kevin W. Concannon, DIRECTOR

Date: \_\_\_\_\_

Obligor Name: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Case Number: \_\_\_\_\_

Dear \_\_\_\_\_:

Enclosed is the Authorization for Automatic Withdrawal form (470-2602) you requested. Because the court order will state that support must be paid on \_\_\_\_\_ of each \_\_\_\_\_, you must state on the authorization form that the support is to be withdrawn from your account on \_\_\_\_\_ of each \_\_\_\_\_. When you enter the amount to be withdrawn, include:

[ ] current support of \_\_\_\_\_ per \_\_\_\_\_
[ ] accrued support of \_\_\_\_\_ per \_\_\_\_\_
for a total of \$ \_\_\_\_\_ to be withdrawn from your account on \_\_\_\_\_ of each \_\_\_\_\_.

Return the following information in the enclosed envelope by \_\_\_\_\_:

- Authorization for Automatic Withdrawal, completed and signed.
• Voided blank check or deposit slip.

If you have any questions, please call me.

Worker Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Foster Care Recovery Unit

IMPORTANT.....PLEASE READ THIS INFORMATION CAREFULLY

When the administrative order has been filed, we will forward your completed authorization for automatic withdrawal form to the Collection Services Center. It will take approximately two weeks until your child support payments are withdrawn from your account.

PLEASE NOTE: If you make changes to your bank account, contact the Collection Services Center immediately in writing or by telephone at least one week prior to the date you want the automatic withdrawal stopped so we do not take money from your account in error. Changes to your account could include the following:

- ◆ closing your account,
◆ changing banks,
◆ changing the account the support amount should be withdrawn from, or
◆ if you want your automatic withdrawal stopped.

You can contact our customer service unit by calling (515)-242-5530 (local calls) or 1-888-229-9223 (toll free within United States) between the hours of 8:00 a.m. and 5:00 p.m. or by mail at PO Box 9125, Des Moines, IA 50306-9125.