



Rules of
Department of Social Services
Division 10—Division of Finance and Administrative
Services
Chapter 1—Financial Services

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**Title 13—DEPARTMENT OF
SOCIAL SERVICES**
**Division 10—Division of Finance and
Administrative Services**
Chapter 1—Financial Services

13 CSR 10-1.015 Direct Deposit of Payments

PURPOSE: This rule describes the procedures for the direct deposit of Department of Social Services payments. This requirement is being implemented to reduce costs associated with mailing such payments, such as handling, postage, and printing costs; and will mitigate the cost and risk associated with lost or returned checks.

(1) In this section the following words shall mean:

(A) The “department” shall mean the Missouri Department of Social Services including any division, subdivision, center, unit, or part thereof; and

(B) “Payee” shall mean one to whom money is to be paid by the department except for those receiving benefits or payments under an established direct payment mechanism such as child support, food stamps, or Temporary Assistance for Needy Families (TANF) benefits.

(2) Effective on or after June 1, 2015, the Department of Social Services may require its payees to accept payment automatically deposited to an authorized bank account.

(3) If designated by the Department of Social Services for direct deposit payments, payees must complete the appropriate application for provider direct deposit form available on the department’s website at <http://dss.mo.gov/direct-deposit.htm>, unless otherwise agreed upon by the Department of Social Services.

(A) The completed application authorizes the state of Missouri to deposit payments into an authorized checking or savings account.

(B) A payee’s account may only be debited when an error has occurred resulting in an erroneous payment to the payee.

(C) Direct deposit will begin following:

1. Submission of a properly completed application form to the Department of Social Services;

2. The successful processing of a test transaction through the banking system; and

3. Authorization to make payment using direct deposit by the department.

(4) All direct deposit applications must be signed with an original signature by the payee when that payee is an individual. Applications on behalf of groups or businesses must

be signed with an original signature by the individual with fiscal responsibility for the group or business. In the event direct deposit payments from the department are to be issued to more than one (1) payee, all payees must sign the application. Signature stamps will not be accepted. Facsimiles and scanned documents bearing original signatures may, at the discretion of the department, be accepted.

(5) The department may terminate or suspend the direct deposit of payments to a payee when deemed appropriate.

AUTHORITY: section 660.010, RSMo Supp. 2014. Original rule filed April 22, 2015, effective Oct. 30, 2015.*

**Original authority: 660.010, RSMo 1973, amended 1982, 2011, 2014.*