

PC Program Policy #10: Direct Deposit for PC Payment

NM WIC PC programs fiscal agent utilize direct deposit for payment of contractor invoices.

To set up direct deposit to any bank:

- Complete **Direct Deposit/Automatic Payment Information Form, provided by the fiscal agent.**
- PCs are asked to use the same name on their invoices as they use with their bank.
- LPCCs will send forms to the fiscal agent bookkeeper.
- Please note, it may take up to two weeks for the verification to be completed.
- The fiscal agent bookkeeper will notify the LPCC when a direct deposit payment is initiated.
- The Direct Deposit Form does not need to be completed annually, and only when there is a change in the PC's banking information.

Please note: The fiscal agent and NM WIC Program are not responsible for direct deposit failures related to processing errors by the PC's bank, or failure of the PC to properly enroll / notify her bank of the new direct deposit.

If a PC opts out of direct deposit:

A Check will be generated for the PC through online processing and will generally take up to seven days for a check payment to be delivered to a PC. The program will use the mailing address provided by the PC. All changes to a mailing address must be requested in advance by completing a new W-9 form. If a check is lost in the mail or by the PC, and a duplicate payment is requested, the stop payment fee will be charged to the PC (currently \$33.44).