

New Jersey Department of Labor and Workforce Development
Division of Unemployment Insurance

AUTHORIZATION FOR BENEFIT PAYMENT BY DIRECT DEPOSIT OR DEBIT CARD

The only methods of payment for Unemployment Insurance benefits in the State of New Jersey are direct deposit or debit card. The Division of Unemployment Insurance (UI) offers unemployed workers the option to have their benefits deposited directly into their personal checking or savings accounts or deposited into a pre-paid debit card account. Direct deposit or debit card are convenient, safe, and reliable ways to receive your benefits. Funds will normally be available in your account within two (2) full business days from the day you claim benefits by Internet or by Telephone. **Payments are not transmitted on State, Federal, or Banking holidays, or on weekends. You should verify all deposits with the bank or financial institution prior to writing checks or attempting to access and use the benefit payments.**

If you are eligible for benefits and have a checking or savings account at a financial institution that is a member of the Automated Clearing House network, you can apply for direct deposit online at www.njuifile.net or by completing and mailing this authorization form. If you elect to receive your benefits by debit card, you may enroll by completing this authorization form and mailing it to the Division of Unemployment Insurance. **Any changes requested by mail will take approximately 4 to 6 weeks to become effective.**

If you filed your unemployment insurance claim by using the Internet application and you requested direct deposit of your benefits *or* if you requested direct deposit using the Direct Deposit link on the www.njuifile.net website, after filing your initial unemployment insurance claim, it is not necessary for you to complete this form. Your direct deposit information was obtained when your initial claim was filed.

If you subscribe to direct deposit, it will remain in effect on your claim for the entire benefit year unless you request the stoppage of direct deposit. If you change financial institutions or your account, you must make the necessary changes online at www.njuifile.net *or* complete this authorization form to update or change your financial institution and/or your account information. Please be advised that any account inactivity of a twenty-eight (28) day or longer duration will cause your method of benefit payment to automatically revert to a debit card. You should keep your debit card in a secure location. The debit card is valid for a period of four (4) years. You can use the same debit card if you file for Unemployment Insurance benefits within four (4) years from when you first received your debit card.

For enrollment in direct deposit, you must provide proof that you are the owner or joint owner of the account. Acceptable proof can be: (1) a voided check with your name and address imprinted on it; (2) a copy of the section of the account statement showing your name and address, the financial institution's name and address and the account number; or, (3) a completed direct deposit request form provided by your financial institution. Starter checks are not accepted. Do not include sections of the financial statement showing personal finances. Remember to provide the nine-digit bank routing and transit number. **Please check with your bank or financial institution and verify that the transit/routing number and the account number imprinted on your check or statement are the correct numbers to use for Direct Deposit programs. Also, verify that the institution will accept the electronic transfers. Please obtain the correct information from your bank or financial institution.**

Complete, sign and mail this authorization form and proof of account ownership to:

New Jersey Department of Labor and Workforce Development
Unemployment Insurance, Checkmaster Unit
PO Box 908
Trenton, New Jersey 08625-0908

RECIPIENT INFORMATION (please print clearly)

Name: _____ Social Security No.: _____
Address: _____ Telephone No.: _____
_____ E-mail Address: _____

REASON FOR REQUEST (check all that apply)

Begin Direct Deposit Stop Direct Deposit/Begin Debit Card Change Financial Institution Change Account Number

ACCOUNT INFORMATION (attach proof of account ownership)

Type of Account: Checking Savings Brokerage/Investment or other (verify that they accept electronic transfers)

Bank or Financial Institution Routing Number (9 digits):

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Account Number: _____

Financial Institution Name and Address: _____

TERMS AND CONDITIONS

I authorize the New Jersey Department of Labor And Workforce Development to deposit my benefit payments to the account specified. **I understand that it is my own responsibility to verify all benefit payment deposits.** Usage of Direct Deposit or Debit Card, under this authorization, is full satisfaction and discharge of the amount(s) then due and payable under the benefit program(s). I understand that the direct deposit service will remain in effect for the duration of my benefit claim unless I contact the Division of Unemployment Insurance to request that the direct deposit be stopped. I understand that the debit card is valid for a period not to exceed four (4) years. **I further understand that any change(s) requested by mail will take approximately 4 to 6 weeks to become effective.**

➤ **Signature of Recipient:** _____ **Date:** _____

FOR AGENT USE ONLY: *UI Agent Must Follow Security Procedures for Maintaining Confidential Information*

SSN _____ DOC _____ PC _____ DATE ENTERED _____ AGENT _____