

## Direct Deposit — Frequently Asked Questions

- Electronic payments are the most efficient way for state government to do business.
- Your funds are automatically deposited.
- No waiting for your check and no extra trips to the bank.

**Q: *How do I sign up for Direct Deposit?***

**A:** Complete the **State of Nebraska Substitute Form W-9 & ACH Enrollment Form** and mail or fax it to:

NEBRASKA WORKERS' COMPENSATION COURT  
ATTN: ACCOUNTING  
PO BOX 98908  
LINCOLN NE 68509-8908  
FAX: 402-471-2700

**Q: *Where do I get the form to sign up for Direct Deposit?***

**A:** Go to the payment processing section of our web site:  
[http://www.wcc.ne.gov/business\\_hr/payment\\_processing.aspx](http://www.wcc.ne.gov/business_hr/payment_processing.aspx)  
or call the court toll free at (800) 599-5155.

**Q: *Who do I contact if I have questions about the State of Nebraska Substitute Form W-9 & ACH Enrollment Form?***

**A:** Contact the accounting section of the Nebraska Workers' Compensation Court by calling (402) 471-6464 or call the court's toll free number 800-599-5155 and ask for the accounting section.

**Q: *How long does it take to set up Direct Deposit?***

**A:** Approximately 14 business days after the date the court receives your enrollment form.

**Q: *How soon will my payment be in my bank account once my claim has been posted?***

**A:** Your payment is typically deposited to your bank account on the third State working day\* following the day that the claim was posted by the court.

It is important to keep in mind that Saturdays, Sundays and State holidays are not State working days. Therefore, if a claim is posted on a Thursday, the funds will be in your account the following Tuesday because Saturday and Sunday are not State working days. In those instances where a Monday is a state holiday, the deposit date would be made the following Wednesday.

**Q: *What if I change financial institutions or account numbers?***

**A:** Submit a new **State of Nebraska Substitute Form W-9 & ACH Enrollment Form** and check the 'Change' box on the form. Be sure to allow at least 14 business days after the court receives your change or wait to receive at least one payment from the court to your new account before closing the old account.

**Q: *Are there any fees associated with Direct Deposit?***

**A:** There are no fees to deposit your payments into your checking or savings account.

\*State working days do not always coincide with Federal working days or banking days.