



Electronic Payment –Direct Deposit- Instructions for Division of Risk Management WCPS payee

Payment requests to have WCPS disbursement for employees and dependents (Payee) require authorization forms to be completed and submitted to the State of New Jersey, Department of the Treasury, Division of Risk Management (DRM). The forms are available on the [DRM web site](#). The forms, in PDF format, are form-fill enabled. This feature allows for the information to be typed into the document on the computer screen.

Two (2) forms are required to be completed in order to receive electronic Direct Deposit payments. The forms, [WCPS New Jersey W9](#) and [WCPS ACH](#), contain specific instructions on how to complete them. Please read carefully and be sure to complete all requested information. Incomplete forms cannot be processed. Call the number listed on each form's instructions for assistance. Make sure to tell the support staff that you are a '**WCPS PAYEE**'.

When completed, the forms can be printed for mailing, or faxing. Please submit both forms together.