

Pennsylvania State Collections and Disbursement Unit
P.O. Box 60948
Harrisburg, PA 17106-0948
1-(877) - PAS-SCDU

Pay-By-Phone Authorization

Section 1 (to be completed by payor)

Please Print All Information

Payor Name	Withdrawal Account Type (check one) Checking _____ or Savings _____
Street Address and Apartment Number	Payor Checking or Savings Account Number
City State	Daytime Telephone Number
Zip Code	Home Telephone Number
PACES Member ID	Payor Social Security Number

Section 2 (to be completed by Bank/Financial Institution)

Name of Bank/Financial Institution	Routing Number	
	Account Number	
Name of Bank Representative	Signature of Bank Representative	Telephone Number

**** Requests to terminate Pay-by-Phone must be in writing and include the authorized signature. Please call 1-(877) PAS-SCDU / 1-877-727-7238.**

Note Automatic withdrawal is a convenience to you. You are still required to meet all court ordered payments on time. If payments are returned insufficient from your bank, your Pay-by-Phone authorization payment option will close immediately. Replacement of the NSF item is required and money orders or cashier's checks are required for future payment.

Payor Signature _____ Date _____

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Enclosed is the Pay-By-Phone Authorization Form you recently requested. The form must be completely filled out and signed. Please return the completed application to the address listed above.

Pay-By-Phone is provided as a convenience. You are still required to meet all court ordered payments on time. These payments will be debited from your account one business day after you have initiated a PBP transaction. The payment will be processed and sent to the plaintiff three days after the initiation.

You will be notified when your Pay-By-Phone eligibility has been established and you will receive your personal, 4-digit, Pay-By-Phone access code. **Please do not share this code with anyone.**

You must initiate each Pay-By-Phone transaction through the PA SCDU automated voice response system. You can reach the automated voice response system 24 hours a day, seven days a week by dialing (877) 727-7238. After entering your social security number and voice response personal identification number (PIN), select Pay-By-Phone, option 7, from the main menu. You will be required to enter your Pay-By-Phone access code at the prompt. You will then be prompted to enter the amount of money to be paid and provided with a confirmation number for this specific transaction.

If you prefer to have your child support payment automatically withdrawn from your bank account on a routinely scheduled basis with no action on your part, please contact a Customer Service Representative at (877) 727-7238 and ask for a Recurring Automatic Withdrawal Authorization form.

Notice: Effective 1/6/03 all bank returns are being sent to CSI for private collection. These collection efforts can include electronic collection from your account as well as traditional methods.

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