

All compensation will be sent in Check Form unless, there is a Direct Deposit Form on file.

## INSTRUCTIONS FOR FILING YOUR DIRECT DEPOSIT FORMS TO THE DEPARTMENT OF LABOR.

### OPTION A

1. The 1199 SF Direct Deposit Sign Up Form can be accessed from the following websites:  
[https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/rev\\_1199a\\_directdeposit\\_form.pdf](https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/rev_1199a_directdeposit_form.pdf)  
[https://www.irs.gov/pub/irs-utl/sf-1199-a\\_dirdeposit.pdf](https://www.irs.gov/pub/irs-utl/sf-1199-a_dirdeposit.pdf)
2. Fill out the form as instructed, sign and date, and submit to the Department of Labor through [ecomp.dol.gov](http://ecomp.dol.gov) or by mailing to the address P.O. BOX 8311 London, KY 40742-8311  
Note: If your address on the banking information does not match the address on your case file you will be unable to receive direct deposit and will have to submit an address change and new direct deposit form.
3. The form will be processed and a letter confirming the change has been made will be sent to your residence on file within 30 days.

### OPTION B

If you are unable to access the form, please follow the steps listed below:

1. Provide a written statement:
  - State that you would like direct deposit for any compensation received from your claim.
2. Provide a voided check, or online banking verification that clearly displays:
  - a. Your address of residence
  - b. Your name
  - c. Your routing number
  - d. Your account number

Note: If your address on the banking information does not match the address on your case file you will be unable to receive direct deposit and will have to submit an address change and new direct deposit form.

3. The form will be processed and a letter confirming the change has been made will be sent to your residence on file within 30 days.

\*\* Please note that a direct deposit on file does not ensure that you will be paid, it only serves as a type of monetary delivery if you are entitled to compensation.