

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION  
**UNEMPLOYMENT INSURANCE DIVISION | CUSTOMER SERVICE**

P.O. Box 4730, Aberdeen, SD 57501  
Tel: 605.626.2452 Fax: 605.626.3172 dlr.sd.gov

## DIRECT DEPOSIT FORM

To receive your unemployment benefits via **direct deposit only**, you may:

1. Log into your online unemployment account at [www.sd.uiclaims.com](http://www.sd.uiclaims.com) and select the "Change Payment Method" option on the main menu;
2. **OR** Print and fill out this form, and mail it to:

South Dakota Department of Labor & Regulation,  
Attn: Customer Service, Unemployment Insurance Division,  
PO Box 4730, Aberdeen, SD 57402-4730

or fax to **605.626.3172**.

You must include a voided check or copy of a check with the form. Do not attach a deposit slip (the routing number is not always correct).

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Numbers: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Last 4-digits of Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Bank Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

ABA Routing/Transit #: \_\_\_\_\_ Type of Account: Checking Savings

### **SIGN HERE FOR DIRECT DEPOSIT ENROLLMENT**

I, the undersigned, authorize the State of South Dakota Department of Labor and Regulation to initiate accounting transactions to deposit payments directly to the account indicated above and to correct any error which may occur from the transactions. I also authorize the Financial Institution to post these transactions to that account. This authorization is to remain in force until the South Dakota Department of Labor and Regulation receives written notice or cancellation from me.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_