

**ISSUED DATE:** February 4, 2026

**TO:**  Children's Division       Contracted Staff

**FROM:** Sara Smith, Children's Division Director

**SUBJECT:** **Direct Deposit Application**

**OVERVIEW:**

In an effort to simplify and clarify the direct deposit process, a new Application for Vendor Direct Deposit form (CD-122) has been created.

**NECESSARY ACTIONS:**

The new Application for Vendor Direct Deposit form (CD-122) is a single page document that has the instructions embedded in the form. These instructions are clear and brief, which will allow vendors to complete the document timely and accurately.

Upon publication of this practice alert, the new Application for Vendor Direct Deposit form (CD-122) located on E-Forms is required. Once the new CD-122 is completed, the form must be sent to the Division of Finance and Administrative Services. Vendor direct deposits must be processed exclusively through the Division of Finance and Administrative Services. The form can be sent to the Division of finance one of the following ways:

- Mail: Division of Finance and Administrative Services, PO Box 1082, Jefferson City, MO 65102-1082
- Fax: 573-522-6507
- [DFAS.FacesPaymentUnit@dss.mo.gov](mailto:DFAS.FacesPaymentUnit@dss.mo.gov)

The prior version of the CD-122 will no longer be available. Please discard any printed copies of the old form.

A new Application for Vendor Direct Deposit (CD-122) does **not** need to be completed if a vendor already has direct deposits established.

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**CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION:**

[Application for Vendor Direct Deposit \(CD-122\)](#)