

Representative Payee System (RPS) / Direct Deposit: Screen Package

Table of Contents

- [1. Representative Payee Data Selection Menu \(RPDU\)](#) 2
- [2. Representative Payee Direct Deposit Screen \(RPDD\)](#) 3
- [3. Representative Payee Direct Deposit Application Screen \(RPDA\)](#) 4
- [4. Representative Payee Direct Deposit Update Screen \(RDDU\)](#) 5
- [5. Representative Payee Direct Deposit Approval Screen \(RDDA\)](#) 6

RPDU

```
RPAY          DATA SELECTION MENU          RPDU
TRANSFER TO: XXXX
RP: SSS-SS-SSSS  SSSSS SSSSSSSSSSS  BN: SSS-SS-SSSS  SSSSS SSSSSSSSSSS
[1-M]
CHOOSE THE APPROPRIATE UPDATE NECESSARY: 99
01. RP NAME                         09. BN RESIDENCE ADDRESS
02. IND RP ADDRESS/PHONE/DIR DEP   10. BN SPECIAL TEXT
03. RP EMPLOYMENT                   11. RELATIONSHIP SPECIAL TEXT
04. FELONY                           12. MISUSE
05. RP SPECIAL TEXT                 13. NEGOTIATED ACCOUNTABILITY MONTH
06. RELATIONSHIP TERMINATION       14. CORRECT RP CODING (MBR/SSR/RPS)
07. BN NAME                         15. PAYMENT DIRECT DEPOSIT (MBR/SSR/RPS)
08. RELATIONSHIP/CUSTODY/LEGAL     16. CORRECT BIC/ID
    GUARDIAN                           17. DELETE DIRECT DEPOSIT
                                      18. Correct RP OP Liability
```

[2-C]

IF CHOICE IS 13, WHAT IS THE EFFECTIVE DATE? (MMYY): 9999

This screen is used to update information contained on the Master Rep Payee File (MRPF). Some of the options on this screen can also be used to update information to the MBR. The Representative Payee Direct Deposit Update (RDDU) information keyed on these screens updates direct deposit data on the MRPF and sends a finder (transaction) to update information to the MBR and the SSR.

RPAY DIRECT DEPOSIT RPDD
TRANSFER TO: XXXX
RP: SSS-SS-SSS SSSSS SSSSSSSSSSS BN: SSS-SS-SSSSS SSSSSSSSSSS

[1-M]

DIRECT DEPOSIT ROUTING AND TRANSIT NUMBER: 999999999

[2-M]

TYPE OF ACCOUNT: X 1. CHECKING 2. SAVINGS

[3-M]

ACCOUNT NUMBER: XXXXXXXXXXXXXXXXXXXX

[4-M]

CHOOSE FOR THE ENTITLEMENT LISTED BELOW: X

- 1. THE ABOVE DIRECT DEPOSIT DATA APPLIES
- 2. OTHER DIRECT DEPOSIT DATA APPLIES
- 3. DIRECT DEPOSIT DOES NOT APPLY

[5-D]

[6-D]

[7-D]

[8-D]

[9-M]

BOAN	BN NAME	BIC/ID	TITLE 2/16	CHOICE
SSS-SS-SSSS	SSSSS SSSSSSSSSSS	SSS	SS	X
SSS-SS-SSSS	SSSSS SSSSSSSSSSS	SSS	SS	X
SSS-SS-SSSS	SSSSS SSSSSSSSSSS	SSS	SS	X
SSS-SS-SSSS	SSSSS SSSSSSSSSSS	SSS	SS	X
SSS-SS-SSSS	SSSSS SSSSSSSSSSS	SSS	SS	X
SSS-SS-SSSS	SSSSS SSSSSSSSSSS	SSS	SS	X
SSS-SS-SSSS	SSSSS SSSSSSSSSSS	SSS	SS	X
SSS-SS-SSSS	SSSSS SSSSSSSSSSS	SSS	SS	X

[10-C]

MORE (Y/N): P

Direct Deposit (RPDD) is displayed when Direct Deposit is requested on the RPDA or RPLD screen. RPDD collects the necessary Direct Deposit information for the beneficiary/recipient. This screen collects direct deposit routing transaction numbers.

RPDA

RPAY DIRECT DEPOSIT APPLICATION RPDA
TRANSFER TO: XXXX
RP: SSS-SS-SSS SSSSS SSSSSSSSSSS BN: SSS-SS-SSSSS SSSSSSSSSSS

[\[1-M\]](#)

DIRECT DEPOSIT ROUTING AND TRANSIT NUMBER: 999999999

[\[2-M\]](#)

TYPE OF ACCOUNT: S C-CHECKING S-SAVINGS

[\[3-M\]](#)

ACCOUNT NUMBER: XXXXXXXXXXXXXXXXXXXX

[\[4-M\]](#)

CHOOSE FOR THE ENTITLEMENT LISTED BELOW: X

- 1. THE ABOVE DIRECT DEPOSIT DATA APPLIES
- 2. OTHER DIRECT DEPOSIT DATA APPLIES
- 3. DIRECT DEPOSIT DATA DOES NOT APPLY

[\[5-D\]](#)

[\[6-D\]](#)

[\[7-D\]](#)

[\[8-M\]](#)

[\[9-D\]](#)

ACCOUNT NUMBER	BIC/ID	TITLE 2/16	CHOICE	SELECTION STATUS
SSSSSSSSS	SSS	SS	X	SS
SSSSSSSSS	SSS	SS	X	SS
SSSSSSSSS	SSS	SS	X	SS
SSSSSSSSS	SSS	SS	X	SS

[\[10-C\]](#)

MORE (Y/N): P

RPDA collect the necessary direct deposit information for the beneficiary/recipient during the application process, direct deposit routing and routing transaction number, deposit payment code, depositor account number

RDDU

RPAY PF1=HELP REPRESENTATIVE PAYEE DIRECT DEPOSIT UPDATE RDDU
RP: SSS-SS-SSSS SSSSS SSSSSSSSSSS

[\[1-M\]](#)

ENTER OPTION TO VIEW BENEFICIARIES: 9

1. WITH NO BANK INFORMATION
2. UNDER SPECIFIC BANK INFORMATION
3. ALL ASSOCIATED BENEFICIARIES

FOR OPTION 2, ENTER THE OLD BANK INFORMATION

OLD BANK INFORMATION

[\[2-C\]](#)

TYPE OF ACCOUNT: X C: CHECKING S: SAVINGS

[\[3-C\]](#)

ACCOUNT NUMBER: XXXXXXXXXXXXXXXXX

[\[4-C\]](#)

DIRECT DEPOSIT ROUTING AND TRANSIT NUMBER: 999999999

ENTER NEW BANK INFORMATION:

[\[5-M\]](#)

TYPE OF ACCOUNT: X C: CHECKING S: SAVINGS

[\[6-M\]](#)

ACCOUNT NUMBER: XXXXXXXXXXXXXXXXX

[\[7-M\]](#)

DIRECT DEPOSIT ROUTING AND TRANSIT NUMBER: 999999999

[\[8-M\]](#)

INDICATE ORDER OF LIST OF BENEFICIARIES: 9

1. ALPHABETICAL
2. ACCOUNT NUMBER
3. BOAN

NOTE: THE NEW BANK INFORMATION WILL BE UPDATED TO THE MBR/SSR!

[\[9-C\]](#)

NEXT PAGE: X

Representative Payee Direct Deposit Update (RDDU) is used to update Direct Deposit account information for individual or organizational representative payees. Direct deposit routing and routing transaction number, deposit payment code, depositor account number are collected.

RDDA

RPAY REPRESENTATIVE PAYEE DIRECT DEPOSIT APPROVAL RDDA

RP: SSS-SS-SSSS SSSSS SSSSSSSSSSS

[\[1-M\]](#)

MANAGEMENT AUTHORIZATION APPROVAL: X

1. DIRECT DEPOSIT CHANGE

Representative Payee Direct Deposit Approval (RDDA) allows management approval for changes in direct deposit data when the change affects more than 50 beneficiaries with the same representative payee.