



Sign Up for Direct Deposit



Once your eligible transplant-related expenses are approved, COTA can send funds either via check through the mail, or by directly depositing the funds into your checking account. Typically, with the direct deposit option, funds arrive in your account the next business day after COTA processes the payment. Your financial information is secure and never shared.

- 1. Log in to the Family Resources section of COTA.org.**
- 2. Choose the link, “Sign up for Direct Deposit.”**
- 3. Enter the information completely for each field in the form. (Primary account holder’s name, the name of your financial institution, designate the account type and fill in the routing and account numbers).**
 - a. Remember to list all the digits for both the routing and account numbers, including zeros. You will find these numbers on your personal checks.**
- 4. Upload an image of a voided personal check from this account. Please be sure the image is clear! Taking a picture with lots of light and on a high contrast background will help.**
- 5. Enter and sign your name on the form.**
- 6. Click “submit.”**

When Family Services receives your submission, we will notify you by email to check your account for a \$1 test deposit. Once you reply confirming you have received the \$1 test deposit, future allocation of funds will be sent via direct deposit. If you wish to discontinue direct deposit or change accounts, please notify the Family Services team in writing. And as always, please give us a call if you have any questions or concerns!