



**BLBA BULLETIN NO. 11-02**

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Expiration Date: Indefinite

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Subject: Direct Express Financial Update Procedures

Background: The US Department of Treasury has arranged for Comerica Bank to obtain and forward banking data to DCMWC for those Black Lung beneficiaries who choose to sign up for the Direct Express card.

Purpose: To provide instructions for transferring banking data to the Benefit Master input screen directly from the Comerica Bank information sheet, instead of transferring the Comerica Bank information to a CM-1261.

Applicability: Appropriate DCMWC Personnel.

Action: In order to avoid transcription errors that would be made when attempting to transcribe the seventeen (17) digit Account Number from the Comerica Bank sheet to a CM-1261 T, and then from the CM-1261 T to Benefit Master, the data input specialist should not use a CM-1261 T at all, but enter the 17 digit Account Number and other information directly from the Comerica Bank sheet into the Benefit Master update screen.

Once the District Office receives the Black Lung beneficiary banking information from Comerica Bank, it is delivered to the Claims Examiner who has jurisdiction over that claim. The following steps should be taken by the Claims Examiner and data input specialist:

1. The Claims Examiner: (a) verifies name, claim number, chief, split type, and part type (Part B or Part C) to assure that the change is made to the proper account; (b) writes the chief, split type, and part type on the top right corner of the Comerica Bank sheet; (c) highlights each of these items as well as the Account Number, Routing Number, and the words "EFT Information" and "Checking"; (d) possibly contacts the beneficiary if there is any question or issue; and (e) signs and dates the Comerica/Direct Express form and forwards to data input person.
2. Data entry staff inputs information and affixes signature and date; a copy of the form is drop-filed in the associated claim file and the original is retained permanently (like a CM-1261) for Transaction Balancing purposes.
3. No follow-up letter is to be sent to the beneficiary for confirmation of the change, for two reasons: (a) the numbers on the Comerica/Direct Express debit card will be different than the actual account information appearing on the input form, and (b) the beneficiary has already signed the Direct Express Signup form, and agreed to receive benefits via the debit card.

Please contact Michael Krain in the Accounting Section at [krain.michael@dol.gov](mailto:krain.michael@dol.gov) if you have any questions.

Disposition: Retain this Bulletin until further notice or its incorporation into the Black Lung Benefits Procedure Manual.



STEVEN D. BRESKIN  
Director, Division of Coal  
Mine Workers' Compensation

Distribution: All DCMWC supervisors, claims examiners and workers' compensation assistants