

DIRECT DEPOSITS

The Housing Authority of the City of Decatur, Georgia implemented **mandatory** direct deposit of housing choice voucher rental assistance payments in October 2002. We have seen increased landlord satisfaction with payments arriving quicker and eliminating trips to the bank or sometimes having a check lost in the mail.

In May 2008 we implemented **mandatory** e-mail notification of the direct deposit of your rental assistance payments, it is a way of getting your payment information to you faster, and quite frankly it saves the program a good bit of postage expense. Please be sure to give us the e-mail address where you want your direct deposit information sent. There is a 35 character limit to the field.

To implement direct deposit you will need to provide an original check marked "VOID" or a deposit slip if your payment is to be deposited into a savings account. Faxed documents are not acceptable. Please note that deposit slips may only be used for savings account deposits. The check or deposit slip must include the full name and address of the account holder, name of the bank, bank routing number, and account number. If you have more than one owner/agent number with the Housing Authority we will need a voided check or deposit slip for each separate vendor account.

Please complete the information requested on the next page. Sign and date the form where indicated and return it with your voided check or deposit slip to the Housing Authority immediately.

Once direct deposit is established be sure to notify the Housing Authority, **in writing**, if there are any changes in the address, e-mail address, bank, or bank account where payments are deposited.

Sincerely,

HOUSING AUTHORITY OF THE CITY OF DECATUR, GEORGIA

DIRECT DEPOSIT INFORMATION

Name (Please Print)

E-mail address for Direct Deposit notification (35 character limit!!!!)

Address

City

State

Zip

Phone Number Home

Work

Social Security Number or Tax Identification Number

My signature verifies that the above information is correct and authorizes the direct deposit of my rental assistance payment.

Signature

Date

Attach voided check copy for deposit to checking account

OR

Attached voided savings deposit slip for deposit to savings account