

**DISTRICT OF COLUMBIA HOUSING AUTHORITY
AUTHORIZATION AGREEMENT FOR EFT/DIRECT DEPOSIT**

PLEASE READ THIS ENTIRE FORM CAREFULLY AND WRITE CLEARLY

If you have just set up a new account at the bank you wish to use, you must first:

1. Find out if they accept direct deposits. Verify the bank's transit number and your account number
 2. Notify the bank that you are going to set up a direct deposit to receive checks from the District of Columbia Housing Authority. Ask if there is anything else required.
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PLEASE CHECK THE ACTIONS BELOW THAT APPLIES TO THIS TRANSACTION

- I am cancelling a previous direct deposit account set up with DCHA.
(Complete C below)
- I want to set up a new direct deposit account with DCHA **(Complete A , B , and C)**
- I have an account already set up with DCHA, but want to replace it with a new account **(Complete A, B, and C)**
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A. Bank Name: _____

B. ABA/Transit Number: _____

(Nine digit number on the bottom of check or deposit slip)

C. Bank Account Number: _____

Checking Account Savings Account

•DIRECT DEPOSIT REQUEST TO A SAVINGS ACCOUNT MUST INCLUDE FORM PROVIDED DIRECTLY FROM BANK

•YOU MUST INCLUDE A VOIDED CHECK FOR CHECKING ACCOUNT DEPOSITS

•WRITTEN NOTIFICATION OF ALL CHANGES MUST BE SUBMITTED TO DCHA AT LEAST TWENTY (20) CALENDAR DAYS PRIOR TO PAYMENT DATE

As a housing provider with the DCHA, I hereby authorize the District of Columbia Housing Authority to make subsidy payments, or deductions for any payments made to me in error to my account designated above. I also certify that I am in compliance with, and are following all rules and regulations that accompany these payments in accordance with my Housing Assistance Payments (HAP) Contract issued by DCHA. I understand that submitting fraudulent information may subject me to a fine and/or imprisonment. Stet 18, U.S.C. 1001

SSN/Tax ID Number _____

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

•For any changes in your banking information, please notify the DCHA Quality Assurance Department immediately at 202-535-1000