

**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 that you wish to use, you must first:

1. Find out if they accept direct deposits. Verify bank's transit number and your account number.
 2. Notify the bank that you are going to set up 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 ACTION THAT APPLIES TO YOU

- I am canceling a previous direct deposit account set up with DCHA
(please complete item C below).
 - I want to set up a new direct deposit account with DCHA
(please complete A through C below).
 - I have an account already set up with DCHA, but want to replace it with a new account
(please complete A through C below).
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A. Bank Name: _____

B. ABA/Transit Number: _____
(Nine digit number on the bottom of a 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**

*** 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 (DCHA) 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 Finance Department IMMEDIATELY at (202) 535-1825.***