



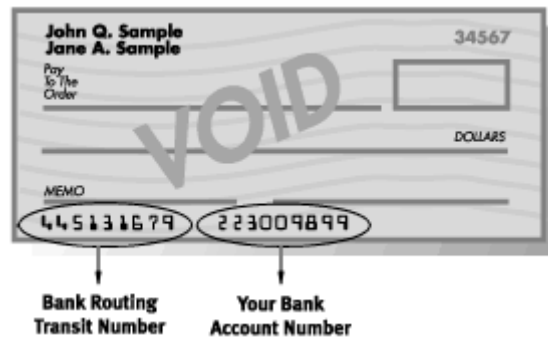
CENTRAL OFFICE
PH: 419-625-0262
FAX: 419-625-0410

ERIE COUNTY
SENIOR CENTER
419-626-2560

HOUSING CHOICE VOUCHER PROGRAM DIRECT DEPOSIT

Important Information to Enroll in Direct Deposit

1. Complete the direct Deposit Authorization form. Enter ALL necessary information on the Authorization form. Please do not omit any information.
2. Attach an original VOIDED check for the checking account into which you would like the Housing Authority to deposit the funds. You may write "VOID" across the front of the check and blacken the signature portion of your check. If you are having the funds deposited into a savings account, you will need to obtain the correct "Routing Number" from your bank in writing, along with the savings account number and submit both with the enclosed authorization form.



3. Please return the completed forms, together with your voided check to:
Erie Metropolitan Housing Authority
ATTN: Andrea Coffman-Diemert, Accounting Department
322 Warren Street
Sandusky, Ohio 44870
4. To expedite the processing of your application, please complete all requests for information on the form. Any information omitted will delay the processing of your application. Please do not fax or email the forms.
5. Please allow sixty (60) days for your Direct Deposit Authorization application to be processed.

Central Office
322 Warren Street
Sandusky, OH 44870

Innovators and Managers of Affordable Housing

Direct Deposit (ACH Credit) Authorization Form

Effective September 1, 2014, Direct Deposit is Mandatory for all landlords/owners who desire to participate in the Erie Metropolitan Housing Authority's Housing Choice Voucher (HCV) Program. Please note the following:

- You must have a checking or savings account.
- Direct Deposit will only be made to one bank account.
- The entire amount of the housing Assistance payment (HAP) will be deposited. No partial deposits will be made.
- Any changes to your account information must be submitted in writing along with a new direct deposit authorization form.
- A valid email address is required because the confirmation of the deposit will be sent via email through the PHA-Web housing software. Please ensure that your email accepts and does not block contact from any "@pha-web.com" address.

Part 1: Authorization Agreement for Set-up, Changes or Cancellation

I (we) hereby authorize the Erie MHA and the depository financial institution named below to initiate electronic credit entries, and if necessary, debit entries to my account listed below. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Furthermore, I (we) agree not to hold the Erie MHA responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This authorization will remain in effect until written notice to terminate direct deposit is received by the Erie MHA. I (we) understand that sixty (60) days must be allowed for initiating or terminating the Direct Deposit Agreement. Notification of any change in financial institution is the responsibility of the undersigned.

Authorized Signature	Printed Name	Date

Part 2: Transaction Type

<input type="checkbox"/> New Setup	<input type="checkbox"/> Change Financial Institution	<input type="checkbox"/> Change Account Type
<input type="checkbox"/> Cancellation	<input type="checkbox"/> Change Account Number	

Part 3: Payee Identification

Payee Name	Daytime Phone #	
Address	Alternate Phone #	
City	State	Zip
Email Address		

Part 4: Financial Institution (Contact your financial institution for this information)

Financial Institution Name	Type of Account (Select One)	
	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
City	State	Zip
Routing Transit Number	Account Number	
CONFIRM Routing Transit Number	CONFIRM Account Number	