

Snyder County Housing Authority



AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

I, (We) authorize the Snyder County Housing Authority, (hereinafter called **AGENCY**) to initiate credit entries to my (our) account at the bank or other financial institution named below (hereinafter called **BANK**), and to credit the same to such account.

This authority is to remain in full effect until **AGENCY** has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the **AGENCY** and **BANK** a reasonable opportunity to act on it.

LANDLORD INFORMATION

NAME: _____ BY: _____
Please type or print Landlord Signature Date

NAME: _____ BY: _____
Please type or print Landlord Signature Date

PHONE NUMBER: _____ EMAIL ADDRESS: _____

Rental Property Address (Please enter ONE of your rental addresses if more than one) _____

Verification of deposits and **Tax Form 1099** will be available at www.documentviewer.net with your assigned username and password.

BANK ACCOUNT INFORMATION

(Attach copy of voided check)

Bank Name: _____

Bank Account #:

Bank 9-digit ABA Transit Routing #: [] Checking **OR** [] Savings

Jane M. Doe
John P. Doe
2020 Main Street
Anywhere, PA 12345-6789

60-142
313

101

DATE _____

Attach voided check here

PAY TO THE ORDER OF _____

\$

SAMPLE CHECK DOLLARS

MEMO _____

031.301.622

6321. 98765

101.

Bank 9-digit ABA Transit Routing Number

Account Number

W:\WPDOCS\SECTION8\DIRECT DEPOSIT AUTHORIZATION.doc

DIRECT DEPOSIT

Effective January 1, 2014, the Snyder County Housing Authority is going direct deposit for all Section 8 Landlord payments.

Enrollment is EASY! Please follow the directions below and return your form as soon as possible for processing.

1. Complete the authorization Agreement for Automatic Deposit Form on the back of this page. Enter all necessary information on the Authorization form (all Owners or Authorized Signatories must sign). 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 the check. If you are having your funds deposited into a savings account you will need to obtain the correct "Routing Number" from your bank, along with the savings account number and submit it with the enclosed authorization form.
3. Please return the completed form together with your voided check to Snyder County Housing Authority, 106 Drake Court, Middleburg, PA 17842 .
4. Verification of deposits and **Tax Form 1099** will be available at www.documentviewer.net with your assigned username and password. We no longer mail the 1099's.