

# ROCHESTER HOUSING AUTHORITY

## DIRECT DEPOSIT ENROLLMENT INSTRUCTIONS

**Print and complete a separate authorization form for each vendor number.**

It is very important to provide the correct vendor number and name. Your vendor information is available on your check as illustrated below.

**vendor number** - If you use multiple names and/or vendor numbers each must be submitted separately. Do **NOT** use the tenant's voucher number.

**your name** - exactly as it appears on your current Rochester Housing Authority check.

ROCHESTER HOUSING AUTHORITY	SECTION 8 PROGRAM	675 WEST MAIN ST.-ROCHESTER,NY 14611			
VENDOR NO.	VENDOR NAME			CHECK DATE	CHECK NO.
00000	JOHN DOE			1/1/2009	111111
MEMO INFORMATION	INVOICE IDENTIFICATION	INVOICE DATE	INVOICE AMOUNT	DISCOUNT	AMOUNT PAID

### MAILING INSTRUCTIONS

**ATTACH EITHER: (Starter checks and deposit slips are NOT acceptable)**

- For checking account - **ORIGINAL** (not copied or scanned) **VOIDED BLANK CHECK**
- For savings account – **LETTER PROVIDED BY YOUR BANK with routing information** (not a bank statement)

**MAIL TO:  
ROCHESTER HOUSING AUTHORITY  
FINANCE DEPT – JOANNE NEILANS  
675 WEST MAIN STREET  
ROCHESTER, NY 14611**

If you have any questions or concerns regarding direct deposit, please email RHA at **[directdeposit@rochesterhousing.org](mailto:directdeposit@rochesterhousing.org)**. Email address is for direct deposit sign-up or changes only.

For all other questions not related to direct deposit, please email RHA at **[section8@Rochesterhousing.org](mailto:section8@Rochesterhousing.org)**

**ROCHESTER HOUSING AUTHORITY**  
**AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS**

- Payments will be deposited directly into your checking or savings account no later than the 3rd business day of each month dependent upon the receipt of HUD funding.
- Direct deposit will only be made to **one** bank account
- You must provide an email address to participate in direct deposit. You will be notified by email when the deposit has been made. **This notification will include the tenant information as currently printed on your check stub.**
- Be sure funds have been deposited before making any withdrawals. Rochester Housing Authority (RHA) will not be responsible for any fees incurred.

\_\_\_\_\_ New to direct deposit program  
\_\_\_\_\_ Change direct deposit account  
\_\_\_\_\_ Stop all direct deposits effective \_\_\_\_\_ (date)

I hereby authorize Rochester Housing Authority, hereinafter called RHA, to directly deposit my Housing Assistance Payment (HAP) to my:

\_\_\_\_\_ Checking  
\_\_\_\_\_ Savings account.

This authorization is to remain in force until RHA has received written authorization from me of its termination or account change in such time and in such manner as to afford RHA and Depository a reasonable opportunity to act on it. The only exception will be the rejection of any payment by the Depository. In this event, Direct Deposit will be terminated and a check will be processed on the next scheduled date.

Landlord/Agent Information **(see check sample on instructions for vendor number):**

NAME: \_\_\_\_\_ VENDOR NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAYTIME TELEPHONE NO: \_\_\_\_\_

LANDLORD/AGENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Please be sure to notify RHA if there is any change in bank accounts. Form is available at [www.rochesterhousing.org](http://www.rochesterhousing.org) using the following links.**

1. Section 8
2. Landlords/Direct Deposit/Modify Existing Account

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**Mail this authorization form along with your voided check or savings account information to the address in the instructions. Original signature is necessary.**