



LEASING OPERATIONS DIRECT DEPOSIT

DIRECT DEPOSIT ENROLLMENT/CHANGE INSTRUCTIONS

It is very important that you provide accurate and complete information in order for us to process your request in a timely manner. Any discrepancies and/or missing documentation will cause a delay in processing your request.

- **Tax Identification #** – This may be your social security number or the tax id assigned by the IRS for your business name. If you use multiple names and/or tax identifications, you must submit a separate form for each.
- **Your Name** – must be exactly as it appears on your current Rochester Housing Authority check.

MAILING INSTRUCTIONS

Mail the completed Direct Deposit Authorization form with either a voided check or a letter provided by your bank with your account number, routing number and type of account (no starter checks or deposit slips, please) to the following address:

**ROCHESTER HOUSING AUTHORITY
FINANCE DEPT – Angie Burch
675 WEST MAIN STREET
ROCHESTER, NY 14611**

In case you need to notify us of a change to your direct deposit enrollment, a version of this form is also available on our website www.rochesterhousing.org. Under the 'Working With Us' drop down menu sub-heading 'Section 8 Landlords', click on 'Direct Deposit', then click on 'Add/Modify Direct Deposit Account'. You may want to bookmark this link for future reference.

For questions or concerns regarding your direct deposit enrollment only please email us at directdeposit@rochesterhousing.org.

For all other questions or changes to your contact information please email the Leasing Operations Department at section8@rochesterhousing.org.



LEASING OPERATIONS
DIRECT DEPOSIT AUTHORIZATION AGREEMENT

- Payments will be deposited directly into your checking or savings account no sooner than the **2nd business day** of each month and could be later dependent upon the receipt of HUD funding.
- Direct deposit can only be made to **one** bank account per SS/Tax ID #.
- You will be provided with information to access your direct deposit payment detail on-line upon initial processing of your direct deposit enrollment.
- Be sure funds have been deposited before making any withdrawals. The Rochester Housing Authority (RHA) will not be responsible for any fees incurred.

_____ New to direct deposit enrollment

_____ Change to existing direct deposit enrollment

_____ Stop all direct deposits effective _____ (date) and receive a check on the next scheduled date.

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

_____ Checking Account

_____ 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

Name: _____ SS/Tax ID#: _____

Mailing Address: _____

Email Address: _____ Daytime Tele#: _____

Landlord/Agent Signature: _____ Date: ____/____/____

Mail this authorization form along with either a voided check or letter provided by your bank with your account number, routing number and type of account (no starter checks or deposit slips, please) to:

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Finance Dept – Angie Burch
675 West Main St
Rochester, NY 14611**