



Direct Deposit Form



Dear Landlord:

Direct deposit is the required manner for landlords to receive Housing Assistance Payments. Participation in Direct Deposit greatly assists the timeliness and safety of your payments. Please confirm and provide the following **(Disregard if already submitted)**:

- 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.
- **Any changes** to your account information must be submitted in writing along with a new direct deposit requests form.

Please complete and print clearly

Choose one: _____ Initial enrollment _____ Information on file _____ Change information

I hereby authorize the PCHA) to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any (PCHA) credit entries in error to my account(s).

Landlord/Owner Information

Owner Name and Business Name

Landlord/Owner SS# or tax ID #

Contact Name (if different from above)

Phone Number

Assisted Unit Address(s) (Use back if needed)

Tenant (s) Name (Use back if needed)

Banking Information

Bank Name

ABA Number (routing)

Account Number

Checking

Savings

This authority is to remain in full force and in effect until PCHA receives written notification of its termination.

Signature

Date

The following information must be attached to this request form:

- A voided check which bears the name and address of the landlord, routing number and account number.
- A copy of your most recent HAP check stub. (If you are a current landlord/owner)

**Return this form and the requested items to: Provo City Housing Authority | 688 West 100 North Provo, UT 84601 |
Fax: 801-373-6560 | Email: contact@provohousing.org |**