

# MONTGOMERY COUNTY HOUSING AUTHORITY

## DIRECT DEPOSIT PROGRAM

**\*Do Not Include the Direct Deposit Authorization Form when submitting a Leasing Packet, see instructions below.**

**\*\*A Direct Deposit Form needs only to be submitted one time unless there is a change in the account information.**

The Montgomery County Housing Authority (MCHA) is pleased to announce that on April 1, 2010 all MCHA Housing Assistance Payments (HAP) will be completed via Direct Deposit only- HAP checks will no longer be mailed.

To ensure receipt of HAP payments each month you must provide the MCHA with the below information related to an active bank account. The direct deposit payment will be available in your account typically by the third business day of the month.

The detail information that was previously attached to your check will now be sent to you via email. If you do not have an active email account, the MCHA will plan to provide hard copies of account statements that you may pick-up at the MCHA's Norristown office by the 15th of the month.

The attached *Authorization for Direct Deposit* must be completed and signed. To continue to participate in the Housing Choice Voucher Program you **must** attach a voided check or savings account information (if not a checking account) and **return it to the address below:**

**Montgomery County Housing Authority  
ATTN: Direct Deposit Program  
104 W. Main Street, Suite 1  
Norristown, PA 19401**


If you fail to comply with the above submission request, the receipt of your HAP may be delayed or disrupted. Any questions regarding the Direct Deposit Program please send an email to Getty Dee Litewka Ext. 318, [dlitewka@montcoha.org](mailto:dlitewka@montcoha.org). For all other Housing Choice Voucher Program questions, please email Lynda Haley Ext. 330, [lhaley@montcoha.org](mailto:lhaley@montcoha.org).

THE MCHA IS REQUIRING HOUSING ASSISTANCE PAYMENT TO LANDLORDS VIA DIRECT DEPOSIT ONLY.

**ATTACH A VOIDED CHECK HERE FOR THE ACCOUNT – NOT A DEPOSIT SLIP.**

If depositing to a savings account, ask your bank to provide the Routing/Transit Number for your account. It is not always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.

Below is a sample check detailing where the information necessary to complete this form can be found:

DATE _____		101
PAY TO THE ORDER OF _____		\$ _____
		DOLLARS
 <b>BANK NAME</b> 1221 Main Street Anywhere, US 10001		
FOR _____		
#74894934 <sup>RT</sup>	6793868122 <sup>RR</sup>	0101 <sup>RR</sup>
<small>Routing/Transit # (A 9-digit number always between these two marks)</small>	<small>Checking Account # (Always between these 2 marks)</small>	

**AUTHORIZATION FOR DIRECT DEPOSIT**

Print Landlord Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ OR  
Tax ID No.: - \_\_\_\_\_

I hereby authorize the Montgomery County Housing Authority (hereinafter "Housing Authority") to deposit any amounts owed me by credit entries to my account(s) at the financial institution (hereafter "Bank") indicated on this form. Further, I authorize the Bank to accept and to credit any credit entries indicated by the Housing Authority to my account. Accepting the Direct Deposit verifies assisted tenant in unit. In the event that the Housing Authority deposits funds erroneously into my account, I authorize the Housing Authority to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until the Housing Authority and the Bank have received written notice from me of its termination in such time and in such manner as to afford the Housing Authority and the Bank reasonable opportunity to act on it. I understand that nothing contained in this authorization shall require the Housing Authority to make any payments to me and that the program regulations and the Housing Assistance Payments Contract govern under what circumstances Housing Assistance Payments are paid.

**ACCOUNT INFORMATION**

Landlords will be able to change Account Information up to two times per calendar year with no charge. There will be a \$100.00 processing fee after the second change within a calendar year.

Name on Account: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Routing/Transit No: \_\_\_\_\_ ( ) Checking ( ) Savings

Account No: \_\_\_\_\_ ( ) Bank/Account change

Email Address: \_\_\_\_\_

X \_\_\_\_\_ Date \_\_\_\_\_

Signature of Landlord

**DO NOT INCLUDE IN LEASING PACKET**

**TO REGISTER FOR THE DIRECT DEPOSIT PROGRAM, PLEASE COMPLETE THIS FORM AND RETURN IT TO:**  
**MONTGOMERY COUNTY HOUSING AUTHORITY**  
**ATTN: DIRECT DEPOSIT PROGRAM**  
**104 W. MAIN STREET, SUITE 1**  
**NORRISTOWN, PA 19401**