

HOUSING AUTHORITY OF THE CITY OF VALLEJO  
200 GEORGIA ST., VALLEJO, CA 94590  
PHONE (707) 648-4507 FAX (707) 648-5249

## DIRECT DEPOSIT OF MONTHLY HOUSING ASSISTANCE PAYMENT

DEAR LANDLORD:

UNLESS YOU CURRENTLY HAVE AN EXISTING ACCOUNT WITH US, ALL NEW CONTRACTS WILL BE SET UP WITH DIRECT DEPOSIT (ACH TRANSMISSION).

**BENEFITS OF DIRECT DEPOSIT:**

1. MONEY IS AVAILABLE TO YOU SOONER (USUALLY BY 1<sup>ST</sup>, NO LATER THAN 2<sup>ND</sup> BUSINESS DAY OF EACH MONTH). VS US MAIL (GOES OUT BY THE 1<sup>ST</sup> OF THE MONTH)
2. FUNDS GO DIRECTLY INTO YOUR ACCOUNT – NO MORE TRIPS TO THE BANK TO MAKE A DEPOSIT
3. MORE SECURE – LESS LIKELY TO BE LOST OR STOLEN. \$25.00 FEE TO RE-ISSUE. CAN ONLY BE REPORTED AFTER THE 10<sup>TH</sup> OF THE MONTH AND WILL BE RE-ISSUED ON NEXT CHECK RUN (MID-MONTH)

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I AUTHORIZE MY HOUSING ASSISTANCE PAYMENT (HAP) TO BE DEPOSITED DIRECTLY TO MY ACCOUNT.

NAME: \_\_\_\_\_ SS# \_\_\_\_\_

PLEASE DEPOSIT TO THE FOLLOWING ACCOUNT:

**CHECKING ACCOUNT** – ATTACH A VOIDED CHECK – DEPOSIT SLIPS CANNOT BE USED FOR THIS PURPOSE.

**SAVINGS ACCOUNT** – PROVIDE THE FOLLOWING INFORMATION AFTER YOU VERIFY THE NUMBERS WITH YOUR BANK (PLEASE PRINT CLEARLY AND ACCURATELY)

SAVINGS ACCOUNT NUMBER: \_\_\_\_\_

BANK ROUTING NUMBER: \_\_\_\_\_

TENANTS NAME: \_\_\_\_\_

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

RETURN THIS FORM AND VOIDED CHECK TO: **HOUSING AUTHORITY OF THE CITY OF VALLEJO  
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