

DIRECT DEPOSIT REQUEST FORM

(Housing Choice Voucher/Section 8 Program Only)



To participate in direct deposit, please note the following:

- 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. No partial deposits will be made.
- Monies will be deposited on DHA's **second business day** of the month.
- **Any changes** to your account information must be submitted **in writing** along with a new direct deposit request form.

Landlord/Owner Information

Owner Name or Business Name (Please Print)

Owner Signature

Contract Name (if different from above)

Phone Number

Assisted Unit Address

Tenant Name

*****Note: If you have multiple addresses and tenants please attach a list.**

Are you a previous or current direct deposit participant?

_____ NO _____ YES (account # _____)

*****NOTE: Any prior account information will be deleted and replaced by the new information.**

Please indicate the account type to which you want your payment deposited.

(Check **ONE** only) Checking _____ Savings _____

The following information must be attached to this request form:

- A voided check or another valid bank document, which bears the name and address of the landlord, routing number and account number magnetically encoded on the form.
Starter checks and deposit slips are unacceptable.
- A copy of your most recent HAP check stub.

Return this form and the requested items to:

**Durham Housing Authority
Attention: Accounting Department
P.O. Box 1726
Durham, NC 27701**

If you have any questions or concerns, please refer to DHA website at www.durhamhousingauthority.org and follow the program link to Housing Choice Voucher (Section 8) or contact Patricia Ladensack, Accounting Director at (919) 683-1551 ext. 295 or via email at pladensack@dha-nc.org

DHA Office Use Only

Date Received _____

Effective Date _____

Landlord/Owner # _____

DHA Staff Initials _____