



330 E. Main Street  
P.O. Box 1726  
Durham, NC 27702  
(919) 683-1551  
FAX: (919) 683-1237  
TDD/TTY: (800) 545-1833 ext. 774  
durhamhousingauthority.org

A Commitment to Quality Living

## ACH WITHDRAWAL REQUEST FORM

If you wish to participate in Automatic Withdrawal for your monthly rental payments, please note the following:

You **MUST** have a Checking or Savings Account.  
Direct withdrawal will only be made from **ONE** bank account.  
The entire amount of the monthly rent due will be withdrawn.  
Payments will be withdrawn on the **fifth business day** of the month.  
**ANY CHANGES** to your account must be submitted **in writing** along with a new withdrawal request form.

### Tenant Information

\_\_\_\_\_  
Tenant's Name (Please Print)

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Tenant's Address (Please Print)

\_\_\_\_\_  
Phone Number

Please indicate the account type from which you want your payment withdrawn.

(Check **ONE** only)    Checking                      Savings

Month you would like your automatic withdrawal to begin: \_\_\_\_\_

**PLEASE ATTACH A VOIDED CHECK OR RECENT SAVINGS ACCOUNT STATEMENT**  
*(We cannot accept starter checks or deposit slips)*

Return this form and attachments to:

**Durham Housing Authority**  
**Attention: Finance Department**  
**P.O. Box 1726**  
**Durham, NC 27702**

If you have any questions, please visit the DHA website at [www.durhamhousingauthority.org/rentpayment](http://www.durhamhousingauthority.org/rentpayment) or contact the Finance department at (919) 683-1551

### DHA Office Use Only

Date Received                      \_\_\_\_\_

Effective Date                      \_\_\_\_\_

Tenant #                              \_\_\_\_\_

DHA Staff Initials                      \_\_\_\_\_