

LINN-BENTON HOUSING AUTHORITY
AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

Use this form to enroll in Direct Deposit or make changes to your enrollment. Each action requires a separate form and all changes must be in writing. You may select only one bank account for enrollment in Direct Deposit. Please keep a copy for your records.

Please check the appropriate action:

_____ Add new bank account

_____ Cancel current bank account and add the following new account

Please check the appropriate bank account type and provide the following bank information (select only one):

_____ Checking Account

_____ Savings Account

Bank Name: _____

Bank Account Number: _____

Bank Routing/Transit Number: _____

I authorize **Linn-Benton Housing Authority** to initiate electronic credit entries to the bank account shown above. This authority will remain in effect until I no longer participate in the Section 8 Housing Choice Voucher Program. By signing this form, I also agree that I will keep my contact address updated with Linn-Benton Housing Authority. ***If my contact address is not kept updated, then I understand that my HAP disbursement will be withheld until the current contact address is received by the Housing Authority.***

Landlord Name (please print): _____

Landlord Signature: _____ Date: _____

E-mail Address(es): _____

PLEASE ATTACH A VOIDED CHECK IF YOU DESIGNATE A CHECKING ACCOUNT OR A DEPOSIT SLIP IF YOU DESIGNATE A SAVINGS ACCOUNT. WE CANNOT ACCEPT A PHOTOCOPY OF A CHECK OR DEPOSIT SLIP. YOUR ENROLLMENT IN DIRECT DEPOSIT CANNOT BE PROCESSED WITHOUT THE APPROPRIATE VOIDED CHECK OR DEPOSIT SLIP.

**PLEASE MAIL OR DELIVER THIS FORM TO:
(Faxed or emailed forms cannot be processed because we must have your original signature on file).**

Linn-Benton Housing Authority
Attn: Administrative Services Department
1250 Queen Ave. SE
Albany, OR 97322

If you have any questions regarding Direct Deposit, please call Leesa Scheele at 541-926-4497 ext. 250.