

Reading Housing Authority

Direct Deposit Enrollment Form

Type of Action (Please Check One)

☐ New ☐ Change ☐ Cancel

Block 1 - INDIVIDUAL/COMPANY INFORMATION

☐ Individual

SSN#: _____ - _____ - _____

Name: _____

Address: _____

Mailing Street Address _____

City, State and ZIP Code _____

Phone _____

Email _____

☐ Company

FEIN#: _____ - _____ - _____

(Federal Employee Identification Number)

Name: _____

Title of Bank Account-Business/Organization Name
Address: _____

Mailing Street Address _____

City, State and ZIP Code _____

Name: _____

Authorized Representative

Title: _____

Phone _____

Email _____

Block 2 - FINANCIAL INSTITUTION INFORMATION

Institution Name: _____

Institution Account Number: _____

Nine-Digit Routing Number: _____

Your financial institution routing number is usually the first nine digits on the lower left of your check.

Type of Account: ☐ Checking ☐ Savings

By signing below, I acknowledge that I have read, understand and agree to the Terms and Conditions on Page 2 of this Direct Deposit Enrollment Form. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Signature: _____ Date: _____

Contact the Section 8 Housing Choice Voucher Program concerning ACH at (610)373-5088
Completed Forms may be Faxed to (610)373-4260

Reading Housing Authority

TERMS AND CONDITIONS

The standard for any payments made on behalf of Reading Housing Authority (RHA) is through the Federal Automated Clearing House, commonly known as ACH or direct deposit. ACH is known to be the safest, fastest and most convenient method of payment. To enroll in the ACH payment process, you must have a valid checking or savings account at a financial institution that participates in ACH. Most banks and credit unions participate in ACH.

In order to successfully carry out RHA's fiscal responsibility, the individual or company agrees:

- To the provisions of this ACH agreement;
- To provide accurate enrollment information;
- That any revised authorization will replace any previous authorization;
- That RHA may reverse any duplicate or erroneous credit entries; and
- That the authorization shall remain valid until it is terminated or revoked in writing or by the closing of the recipient's account at the receiving financial institution.

Submission of the Direct Deposit Enrollment Form authorizes RHA to electronically deposit payments through ACH to the financial institution listed on Page 1 (Block 2) pertaining to payments issued by the RHA Section 8 Department for tenant and/or landlord payments, whichever is applicable.

Your authorization shall remain in effect until advanced written notice of termination is produced to RHA. Such notice should afford RHA and the financial institution named on Page 1 (Block 2) minimum of thirty (30) days to act on it. It is your responsibility to provide an updated Direct Deposit Enrollment Form to RHA updating any changes to your financial institution, routing and account number(s). Notice to RHA should be addressed to:

Section 8 Housing Choice Voucher Program
400 Hancock Blvd.
Reading, PA 19611

RHA reserves the right to reverse any duplicate or erroneous credit entries.