

Reading Housing Authority

Participant Direct Deposit Enrollment Form

Type of Action (Please Check One)

☐ New

☐ Change

☐ Cancel

Block 1 – HOH INFORMATION

Name: _____ SSN#: _____ - _____ - _____

Address: _____

Phone: _____ Email: _____

The diagram shows a check with the following fields: Pay to, Name of Bank, For, and Date. The MICR line at the bottom is: 012000021 0252438920 00214. Callouts explain: 1. 'The Account Number often precedes the symbol. Example: account number ' points to the '00214' part. 2. 'The Routing & Transit number falls in between the two symbols. Example: routing number ' points to the '012000021' part. 3. 'The remaining numbers reference the check number.' points to the '0252438920' part.

Block 2 – FINANCIAL INSTITUTION (BANK) INFORMATION

Bank Name: _____

Nine-Digit Routing Number: _____

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

Bank Account Number: _____

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: _____

Call (610) 373-5088 with any questions. 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:

Reading Housing Authority
Section 8 Office
400 Hancock Blvd
Reading, PA 19611-1802

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