



Section 8 Department
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MANDATORY DIRECT DEPOSIT ENROLLMENT

No more wondering if the check will get to you on time or whether you will have time to get to the bank. With Direct Deposit, it is conveniently and automatically done for you. Printed stubs are mailed monthly. Please complete and return this form so we can directly deposit future landlord Housing Assistance Payments or tenant utility reimbursements into your bank account specified below on the first or 15th business day of each month (excluding weekends and holidays). CHECKS WILL NO LONGER BE ISSUED. In order to do this, we need the following information on your bank account. (Note: If your Bank has changed names recently and you are still using up your old checks, please contact your Bank for the correct 9-digit routing number.)
Checking: Attach a photocopy of your check or a voided check (Voided checks are not returned. We cannot use deposit slips.)
Savings: Contact your bank for the correct routing number.

I am already signed up for Direct Deposit. Please print & sign your name below; it is not necessary to complete the remainder of this form.

This is the first time I am signing up for Direct Deposit. Please complete this form and sign below.

Please change my direct deposit information as listed below. Please complete entire form.

Please check one: I am a landlord I am a tenant

Print Full Name

Address

City/State/Zip Code

Telephone Number(s)

Email:

Name of Bank

Routing Number (9 digits)

Bank Account Number (DO NOT include the check number as part of the account number)

Bank account number input fields

Type of Account (check one) (D) Checking (S) Savings

Authorization Agreement for Direct Deposit. I hereby authorize WCHA to directly deposit my monthly HAP payment / utility reimbursement into the account and financial institution indicated above. Direct Deposits may be held up pending the return of leases / contracts / renewals, or contracts abated due to HQS deficiencies.

Signature Date