

Orange County Housing Authority

1770 N. Broadway • Santa Ana, CA 92706 (714) 480-2700 www.ochousing.org

Attention: Participating Owner/Manager DIRECT DEPOSIT NOW AVAILABLE

Would you like to receive your payment the same day it is issued?

The Orange County Housing Authority is pleased to announce that we have the capability to offer **direct deposit** of monthly Housing Assistance Payments (HAP), which you receive for assisted tenants at the beginning of each month.

There are several advantages to direct deposit:

- ♦ In most cases, your payment will be available to you at 8:00 a.m. on the first working day of each month.
- ♦ No mail delay due to weekend or holidays.
- Checks will not be lost in the mail. There will be no need to "stop" payment on lost or delayed checks. You will know immediately if your check has been deposited.
- ♦ No fear of losing your check.
- You can print your statement by logging into www.hapcheck.com.

Enrollment is simple!

If you would like your payment deposited directly in your account:

- 1. Fill out the enclosed form.
- 2. Attach a VOID check or a copy of a check from your account.
- 3. Return the information to the address below or fax it at (714) 480-2999.

Orange County Housing Authority 1770 N. Broadway Santa Ana, CA 92706

Attn: Accounting

If you have any questions, please call (714) 480-2844.

Sincerely,

The Orange County Housing Authority



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Fax Numbers: Occupancy (714) 480-2701 (714) 480-2937 (714) 480-2919 Leasing/Inspections (714) 480-2822 Special Housing Programs (714) 480-2812

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT

Use this form to add, change or cancel a direct deposit. All changes must be submitted in writing to the Housing Authority no later than the 20th of the month before the desired month in which the direct deposit is to be processed.

All funds should be credited by the 1st business day of each month, but no later than the 5th day of each month.

Please check the app		uthority to initiate credit entries to my (our) account.
	Add Direct Deposit	Change or Cancel Direct Deposit
Account Type:		
Checking		
Savings		
Please Attach a VOID Check or a copy of a check from your account.		
I understand that any funds paid through direct deposit should be credited to my account, by the 1 st business day of each month, but no later than the 5 th of each month.		
Owner Name		Payee Name
Phone Number E-mail		
Signature		Date
Accounting Use Only		
Entered by	Date	Happy Key No
Reviewed by		