

Orange County Housing Authority

1770 N. Broadway • Santa Ana, CA 92706
(714) 480-2700 • <http://www.ochousing.org>

Fax Numbers:

Occupancy

(714) 480-2701

(714) 480-2937

(714) 480-2919

Leasing/Inspections

(714) 480-2822

Special Housing Programs

(714) 480-2812

DIRECT DEPOSIT INSTRUCTIONS

All participating owners or managers must be enrolled in Direct Deposit. The security and timeliness of payments, along with reduced costs make it necessary for us to require all owners to enroll in Direct Deposit for their HAP payment. You will access your payment information at our Owner Portal, HAPCheck.com

Owner Portal: HAPCheck

At HAPCheck.com you can retrieve up to 18 months of payment information. Go to HAPCheck.com to sign and access your paystubs. To access this secure system, enter: www.hapcheck.com into your Web browser. Use the boxes on the right side of the screen to log into the system using your Tax ID (Social Security Number or Employer Identification Number) and the temporary password issued by OCHA.

Once you have logged in, you will be prompted to enter a new password. This password will be required when accessing the system in the future. After you log in, please review your information and add or update your email directly at the website. If you need to update additional information, please use the Declaration of Ownership Form and Notice on OCHA's website (<http://ochousing.org/owner>) to submit other contact changes.

Direct Deposit Enrollment is simple!

Please follow the instructions below and complete the necessary forms needed to set up for direct deposit of Housing Assistance Payments.

Please complete the simple instruction below to set up your payment deposit.

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

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT

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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.

I hereby authorize the Orange County Housing Authority to initiate credit entries to my (our) account. Please check the appropriate box:

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 1st business day of each month, but no later than the 5th of each month.

Owner Name _____ Payee Name _____

Phone Number _____ E-mail _____

Signature _____ Date _____

Accounting Use Only

Entered by _____ Date _____ Happy Key No. _____

Reviewed by _____