



Direct Deposit of HAP Payments

Our Housing Choice Voucher program can initiate Direct Deposit of Housing Assistance Payments (HAP) to replace paper check payments. All payment remittance detail will continue to be provided on paper by mail. Both Direct Deposits and remittance detail will still be provided to you by the first business day of the month.

If you wish to have the benefit of Direct Deposit payments, please complete the enclosed Direct Deposit Authorization form, and mail or fax the signed form to our office. Your local agency does not administer direct deposit payments.

Regarding the Transit Routing number and Account Number – you can obtain and verify this information from your financial institution.

If your deposits will go to a Checking account, the Transit Routing number and Account number can be found on your checks as noted below

The diagram shows a check with the following fields:

- Your Name: 123 Spring St, Any City, USA 00000
- DATE: _____
- 1674
- PAY TO THE ORDER OF _____ \$ _____
- _____ DOLLARS
- Routing number: 1:967854652:1
- Checking account number: 784393710
- Check number: 1674

The routing and transit number is denoted by nine digits surrounded by |:

The checking account number*

The check number*

*In some cases, the order of the checking account number and the check number is reversed

Do not use the Transit Routing numbers from your checking account deposit slips.

For Savings accounts, the numbers that appear on a deposit slip may or may not reflect the actual Transit Routing number – please verify this with your financial institution.

If you have any questions about Direct Deposit of HAP payments, please call Eileen O’Neill at 800-835-6598.

We look forward to your participation in Direct Deposit!

**HOUSING CHOICE VOUCHER PROGRAM
DIRECT DEPOSIT AUTHORIZATION FORM
VHDA P. O. Box 4545 Richmond Va. 23220
Fax (804) 343-8385**

CHECK ONE:

New Authorization. I hereby authorize the Virginia Housing Development Authority ("VHDA") to deposit into my account any and all housing assistance payments payable by VHDA to me under the Housing Choice Voucher Program and to correct entries for such deposits hereafter made in such account. This authority will remain in force until I have submitted a written revocation to VHDA, which revocation shall be in such form and shall be submitted prior to such date as VHDA shall require. I understand that VHDA reserves the right to make such payments to me by check rather than by direct deposit.

Change in Authorization. The data set forth herein shall supercede the data previously submitted by me to VHDA, and I hereby confirm the authority of VHDA to deposit housing assistance payments payable to me under the Housing Choice Voucher Program and to correct entries for such deposits in accordance with my prior authorization as changed hereby. I understand that VHDA reserves the right to make such payments to me by check rather than by direct deposit.

Termination of Authorization. I hereby authorize VHDA to terminate the direct deposit of the housing assistance payments payable by VHDA to me under Housing Choice Voucher Program.

VHDA agrees to process this Authorization within thirty (30) days of receipt.

PAYEE INFORMATION

Name: _____

Principal Contact Person's Name: _____

Title: _____ Phone Number: (_____) - _____

PAYEE FINANCIAL INSTITUTION INFORMATION

Financial Institution Name: _____

Representative Name: _____

Representative Phone Number: (_____) - _____

Select Your Account Type: Checking Savings

Transit Routing Number _____

Bank Account Number: _____

Print Name _____

Payee SSN/TaxID _____

Signature _____

Date _____

Please attach a voided check or deposit slip.

VHDA USE ONLY: HCV ID NO. _____