

Portage Metropolitan Housing Authority

2832 State Route 59
Ravenna OH 44266
(330) 297-1489
(330) 297-6295 Fax
E-mail: info@portagehousing.org



**APPLICATION FOR AUTOMATIC HAP PAYMENT DIRECT DEPOSIT
AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)**

Please print legibly.

OWNER (COMPANY) NAME _____ TAX ID # _____ TELEPHONE # _____

OWNER (COMPANY) COMPLETE MAILING ADDRESS _____

E-MAIL ADDRESS TO SEND PAYMENT LISTING FOR DIRECT DEPOSITS (MANDATORY) _____

I (We) hereby authorize Portage Metropolitan Housing Authority to initiate credit entries to my (our)
 Checking Account / Savings Account (Select One) at the depository financial institution named below. I
(We) agree that the origination of ACH transactions authorized herein shall comply with all applicable U.S.
Laws.

DEPOSITORY NAME _____
Full Name of Financial Institution

ROUTING NUMBER: _____

ACCOUNT NUMBER: _____

This Authorization is to remain in full force and effect until Portage Metropolitan Housing Authority has received written notification from me (or either of us) for its' termination.

Name(s) _____

Date: _____ Signature(s) _____

NOTES:

- **If you are depositing into a checking account, a voided check is required with this application.**
- **If you are depositing into a savings account, please verify the Routing number with your financial institution.**
- **In order to receive a listing of residents related to the direct deposit, an e-mail address is required.**
- **Please Mail, Fax or E-mail application to Portage Metropolitan Housing Authority.**

Check fraud is growing at alarming rates. The National Check Fraud Center reports that check fraud and counterfeiting are producing estimated annual losses of \$10 billion. We here at PMHA want to protect your investments as well as ours. With that said, PMHA is excited to announce that we are beginning implementation of Direct Deposit of monthly HAP checks for all landlords. This new feature is voluntary to all current Section 8 Landlords, but we strongly urge you to participate.

The advantages of direct deposit are considerable:

- Funds are credited to accounts no later than the third business day of each month.
- No more waiting for the mail to arrive.
- No more visits to the bank in inclement weather to deposit or cash checks.
- Eliminate the risk of lost or stolen checks and forgeries. Protect your identity.

For landlords that have multiple residents on the section 8 programs, PMHA will e-mail you a listing of your residents and the funds received for each.

If you are Interested, you will find a direct deposit application included in the package. Please mail, fax, or scan this signed form to:

Portage Metropolitan Housing Authoring
2832 State Route 59
Ravenna, Ohio 44266
Fax: {330} 297-6295
Attn: Kelley Pesicek, Section 8 Finance Specialist
(330) 297-1489 Ext: 215
kpesicek@portagehousing.org

When filling out the application, please make sure an information is complete and accurate including your e-mail address. Incomplete forms or forms with incorrect information will be returned to you for completion and will delay the start of the direct deposits.

For Checking account deposits, you must include a voice with the application to ensure accurate entry information. For savings accounts, please confirm the correct Transit/ABA {Routing} number with your bank before submitting the application. {Note: A savings deposit form does not always contain the correct Transit/ADA numbers}

After receipt of the form, you may receive one final check issuance to you while your banking information is being confirmed. Once all the information is confirmed, your HAP funds will be automatically deposited.