



Housing Authority of the City of Alameda

701 Atlantic Avenue, Alameda, CA 94501 ~ Phone: (510) 747-4300 ~ Fax: (510) 522-7848 ~ TDD: (510) 522-8467 ~ Web: www.alamedahsg.org

Dear Landlord:

The Housing Authority will now deposit your monthly Housing Assistance Payments directly into your checking account each month. Simply complete the authorization below and attach a **VOIDED CHECK**. Provide your e-mail address and we'll also e-mail your detailed statements on the first of each month.

BENEFITS of Electronic Payments:

- Electronic payments will never be lost or stolen.
- No trips to the bank to deposit your check.
- Funds will be available in your account on the 2nd business day of each month.
- Help make government more efficient.
- Timely statements to recognize changes faster.
- Help save the ENVIRONMENT by eliminating paper checks, envelopes, mail carriers transportation emissions as well as your trip to the bank.

Authorization Agreement for Direct Deposit

I hereby authorize the Housing Authority of the City of Alameda to make my (our) monthly Housing Assistance Payments directly to my (our) checking account at my (our) designated financial institution named below:

Depository : _____
(Bank or Other Financial Institution Name)

Branch Address: _____

City: _____ State: _____ Zip Code: _____

This authorization is to remain in full force and effect until the Housing Authority has received written notification from me to terminate.

Name(s) _____ Social Security or _____
(Please print) Tax ID number

Name(s) _____ Social Security or _____
(Please print) Tax ID number

Signature _____
(Authorized Signature) (Date) (E-mail Address)

Mail to: Housing Authority of the City of Alameda – Attention Ray Bhat
701 Atlantic Avenue
Alameda, CA 94501