

OWNER ADVISORY**VENDOR PAYMENTS TO GO ELECTRONIC**

If you already have direct deposit, please disregard this letter.

All vendor payments made by the Housing Authority of the City of Pittsburgh will soon be made electronically via the Automated Clearing House (ACH) process. Payments will be made directly to a checking account or savings account designated by you.

IF YOU ALREADY HAVE DIRECT DEPOSIT, YOU DO NOT NEED TO DO ANYTHING.

Once the process is implemented, your payment will be deposited electronically but you will still receive a stub with the payment information you are accustomed to seeing on the check. ACH electronic payments benefit recipients by:

- Distributing funds to recipients more quickly than checks.
- Depositing funds directly into a recipient's bank account.
- Eliminating lost or stolen checks.
- Increasing security over funds.
- Improving the tracing of all payments.

On the back of this letter is an ACH Payment Authorization Form you will need to complete and return it by email or mail. On the form you must indicate the routing and account number where you want your payments to be deposited. **You must also submit a copy of a voided check, deposit slip, or letter from your bank for verification of the routing and account numbers. Please note that deposit slips may only be used for savings account deposits.**

No information will be accepted over the phone. Any change to the account information requires a new direct deposit authorization form. Account changes may take up to 30 days to process.

Please email to: finance@hacp.org

Please mail to: Address below

If you have any questions, please contact:

Sarah McWilliams, Senior Accounting Technician, at 412.643.2784 or sarah.mcwilliams@hacp.org



HOUSING CHOICE VOUCHER PROGRAM ACH/DIRECT DEPOSIT AUTHORIZATION

Please type or clearly print all requested information. Email or mail completed form to the contact on page 1.

Part 1: Transaction Type

New Setup	Change Financial Institution	Change Account Number	Change Account Type
Effective Date: _____			

Part 2: Entity/Payee Information

Entity/Payee Name:	Owner Tax ID: (Social Security Number or Employer Identification Number)		
Street Address:	Work Phone Number:	Home Phone Number:	
E-mail Address:	City:	State:	Zip Code:

Part 3: Financial Institution Information

Financial Institution Name:	Account Number:
Account Name (if Applicable)	Account Type: Checking Savings
9-Digit Routing Number	

Part 4: Authorization

I hereby request and authorize the Housing Authority of the City of Pittsburgh to deposit payments by electronic funds transfer into the account specified above and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. I recognize that, if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or that my payments may be erroneously transferred electronically.		
This authorization will remain in effect until written notice is received. The undersigned must allow a reasonable amount of time for initiating or termination Direct Deposit and is responsible for notification of any change in financial institution information.		
Authorized Signature:	Title:	Date:

NOTE: YOU MUST SUBMIT A VOIDED CHECK, DEPOSIT SLIP, OR BANK LETTER FOR ACCOUNT VERIFICATION