



**ELECTRONIC DEPOSIT AUTHORIZATION**

I hereby authorize Arlington Housing Authority to initiate deposits and/or corrections to the previous deposits to my account at the bank named below. This authorization will remain in effect for the duration of my Housing Assistance Payment (HAP) contract with the Arlington Housing Authority. If I change or terminate my bank account without notifying the Housing Authority in writing, I understand that my HAP payment may be delayed.

I understand that I must provide a **voided check** (to deposit into a **checking account**) or a **pre-printed savings account deposit slip** (to deposit into a **savings account**) to the Arlington Housing Authority so that the proper account numbers can be verified and entered in order for the HAP payment to be deposited into the correct account.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Property Address \_\_\_\_\_  
(not owner address) \_\_\_\_\_

Tax ID Number \_\_\_\_\_ Phone \_\_\_\_\_  
(SSN or EIN)

Landlord Signature \_\_\_\_\_

Please complete **either** check or savings account section. Do not complete both.

**Checking Account**     New Enrollment                       Update Existing Info

Transit/ABA Routing Number \_\_\_\_\_

Checking Account Number \_\_\_\_\_

Bank Name \_\_\_\_\_ City, State \_\_\_\_\_

**\*Attach copy of voided check. DO NOT send a deposit slip; deposit slips will not be processed.**

**Savings Account**     New Enrollment                       Update Existing Info

Transit / ABA Routing Number \_\_\_\_\_

Savings Account Number \_\_\_\_\_

Bank Name \_\_\_\_\_ City, State \_\_\_\_\_

**\*Attach a savings account deposit slip.**

Please return completed form with attachments to:

Arlington Housing Authority                      - or -                      Fax: 817-962-1250  
Attn: Landlord Services  
501 W. Sanford St., Suite 20  
Arlington, TX 76011

NOTE: Voided check or savings account deposit slip must have pre-printed owner/company name and address on the upper left-hand corner. If either of these are not available, please supply a letter from your financial institution with account number, bank routing number, and account owner information. Documentation must include bank official signature/contact information.