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### **DIRECT DEPOSIT FORM 2018**

The Sarasota Housing Authority requires that all landlords provide banking information to participate in our Housing Choice Voucher program. All Housing Assistance Payments are made via direct deposit to prevent delays due to lost mail or owners who move and forget to notify us timely.

**All accounts must be in the United States even if the owner is located outside of the United States.**

In order to send payments to your bank electronically we need the following information (**Please write clearly**):

**Change Type:**  New account setup       Change Account information

Name of Owner (as listed with SHA) \_\_\_\_\_

Taxpayer ID (as listed with SHA) \_\_\_\_\_

Name of Bank \_\_\_\_\_

Bank **Routing** Number (must be 9 digits) \_\_\_\_\_

Bank **Account (as written on your check)** \_\_\_\_\_

What type of bank account is this? \_\_\_ Savings \_\_\_ Checking

What is your email address for payment notifications? \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**By signing below, you are confirming that the information you have provided is correct and accurate to the best of your knowledge. You also understand that this change will take effect on the next payment processing date.**

Owner/Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

You **must** attach a voided check below. If you fail to attach the check, we **will not add you as a vendor to our system**. If you are using a savings account, you **must** attach deposit slip, but you must supply us with the correct ACH routing number if it is not printed on the slip.

**(Attach voided check here with tape)**