



# TACOMA HOUSING AUTHORITY

## Direct Deposit Enrollment Form

### INSTRUCTIONS

1. Fill out this form completely; do not omit any information.
2. Use the routing number from checks only, not from deposit slips.
3. To expedite the initial setup attach a voided check from your account.
4. Return the completed form and attached voided check to the Tacoma Housing Authority to the address/fax/e-mail listed below.

Payee Name (name on W- 9): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

### BANK INFORMATION where you want payments directly deposited

Bank Name: \_\_\_\_\_

Routing # (9 Digits): \_\_\_\_\_

Account #: \_\_\_\_\_

Select One:  Checking  Savings

I hereby authorize Tacoma Housing Authority (THA) to initiate credit entries to the account designated. This authorization remains in force until THA receives written notification from me of its termination. I agree to contact THA immediately about any overpayments made to this account. I agree to immediately reimburse THA in full for all overpayments received.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_