

**Housing Authority of Jefferson Parish
Direct Deposit Form**

Effective October 2013, the Housing Authority of Jefferson Parish will send all Housing Choice Voucher (Section 8) landlords/owners HAP checks by direct deposit. This change is MANDATORY. **This form must be returned to the Housing Authority by September 15, 2013, to avoid any delay in receiving payments.**

Please complete the information listed below. (PLEASE PRINT)

Landlord, owner, or apartment complex name: _____

Bank Name: _____

Name or Names on Account: _____

Account Number: _____

Indicate Checking or Savings: _____

Routing Number: _____

PLEASE ATTACH A VOIDED CHECK TO THIS FORM, NOT A DEPOSIT SLIP.

(Please check with your bank to make sure you have correct ACH #)

It is your responsibility to notify the Housing Authority of Jefferson Parish before the 20th of the month if you have a change to your account information. The Housing Authority of Jefferson Parish will not be financially responsible if HAP checks are received late due to landlord/owner failure to provide accurate and/or up-to-date information.

By signing this form I authorize the Accounting Department of the Housing Authority of Jefferson Parish to direct deposit my HAP check into the account listed above.

Landlord/Owner Signature

Date

Failure to return this form on time will result in a delay of your HAP check.