

Sandusky Metropolitan Housing Authority

1358 Mosser Drive, Fremont, OH 43420

Phone: (419) 334-4426 Fax: (419) 334-6933 Email: info@sanduskymha.org

APPLICATION FOR DIRECT DEPOSIT OF HOUSING ASSISTANCE PAYMENTS

In order to have funds directly deposited into your account, Sandusky Metropolitan Housing Authority will need the following:

- A completed application form (see below)
- A voided check for the account that you desire the funds to be deposited
- A valid email address

A valid email address is required because the confirmation of the deposit will be sent via email through the PHA-Web software. Please ensure that your email accepts and does not block contact from any "@pha-web.com" addresses.

After your application for direct deposit is received, Sandusky Metropolitan Housing Authority will submit test information to the bank for processing. Once the bank notifies Sandusky Metropolitan Housing Authority of its successful test of your data, the direct deposit set-up will be completed.

Thank you for considering this option.

Landlord/Business Name: _____

Landlord/Business Address: _____

E-mail Address: _____ Phone: _____

Bank Name: _____

Account Number: _____

Routing Number: _____

I have enclosed a voided check for the account to which I desire my payments from Sandusky Metropolitan Housing Authority to be deposited. I hereby authorize Sandusky Metropolitan Housing Authority to establish direct deposit for my monthly payment. I understand that there may be a delay in the establishment of this process in order to ensure the bank can successfully process payments by direct deposit into my account.

Signature: _____ Date: _____

Please return this application and documentation to:

Sandusky Metropolitan Housing Authority
ATTN: Accounting Department
1358 Mosser Drive
Fremont, OH 43420