

**Ogden Housing Authority**  
**Owner's Request for Direct Deposit of Rental Payments**

1100 Grant Ave, Ogden, UT 84404  
 FAX: (801) 627-6012  
 travisj@xmission.com

Please complete this form if you wish to have your Housing Assistance Payment directly deposited into your bank account. **Only persons authorized on the account may complete this form.** The agency may only deposit in to one specific account and will provide no mailed acknowledgement of the payment or the amount per tenant, etc.

<b>OWNER'S NAME</b>					
<b>ADDRESS:</b>					
<b>CITY</b>		<b>STATE</b>		<b>ZIP:</b>	
<b>PHONE:</b>		<b>EMAIL:</b>			
<b>Please list all Tenants:</b>					

<b>FINANCIAL INSTITUTION NAME</b>					
<b>ADDRESS:</b>					
<b>CITY</b>		<b>STATE</b>		<b>ZIP:</b>	
<b>Please check the type of account:</b> <b>Checking Account</b> <input type="checkbox"/> <b>Savings Account</b> <input type="checkbox"/>					
<b>ROUTING NUMBER</b>		<b>ACCOUNT NUMBER</b>			

I hereby authorize the Housing Authority of the City of Ogden (the Authority) and its agents, including financial institutions to initiate electronic credit entries to my checking and/or savings account(s) listed above. I understand that I will not receive a written confirmation of this transaction from the Authority but may review payments through an online system. The Authority will make every effort to make payment on the 1<sup>st</sup> day of the month; however, when the first falls on a weekend or holiday the payment may arrive the next banking day.

I understand that it is my responsibility to advise the Authority of any overpayments or underpayments and acknowledge that **I may only accept payments for units where the tenant is still in residence.**

This agreement will remain in effect until I have informed the Authority in writing that I wish to cancel direct deposit and the Authority has had reasonable time to effect such cancellation.

This is a correction/change to a prior bank account.

\_\_\_\_\_  
 Signature of Person with Authority over the Bank Account

\_\_\_\_\_  
 Date