DENVER HOUSING AUTHORITY (DHA)

TERMS AND CONDITIONS FOR PARTICIPATING IN HOUSING CHOICE VOUCHER PROGRAM DIRECT DEPOSIT PROGRAM

As a participating Housing Provider in the **Housing Choice Voucher Program**, Direct Deposit of Housing Assistance Payments is mandated. This form authorizes DHA to deposit your Housing Assistance Payments (HAP) directly into your account at your financial institution.

The following are the terms and conditions for participating in the Direct Deposit Program.

1) Your financial institution must be a member of an Automated Clearing House in order for you to participate in the Housing Authority Direct Deposit program.

2) You must complete this authorization form to enroll in the Direct Deposit program. If you have a joint account, both parties must sign the form. A pre-printed voided check or a statement from your financial institution verifying both the routing and account number must be attached to this Direct Deposit Agreement form.

3) All funds will be credited no later than the 5th day of each month. The deposit advice will be available on the Landlord Portal at www.denverhousing.org. This deposit advice verifies the direct deposit action and the HAP transaction details.

4) If an electronic transfer is returned to DHA or for any reason cannot be made to your account, DHA will investigate the cause and if necessary, will place your payment on hold until the issue is resolved.

5) It is your responsibility to notify DHA immediately of any changes in your account, such as account closure or change in account number. To report a change, please complete this form indicating the action as a CHANGE, and specify the new account information. See documentation requirements above under #2.

6) If there is an interruption in the direct deposit service due to DHA's processing, you will receive HAP via check.

7) Your financial institution or DHA may cancel this agreement. The DHA reserves the right to automatically cancel your participation in the direct deposit program for violations of the HAP Contract or notification from the Internal Revenue Service (IRS) or other authorized governmental agency.

If you have any questions regarding this form, the Direct Deposit program or electronic transfers, please call 720-932-3255.

For assistance with the Landlord Portal, please call 720-932-3255 or email S8Landlords@denverhousing.org.

Housing Authority of the City & County of Denver
Housing Choice Voucher Program
(Administrative Processing Time is 2-4 Weeks)

DHA Use Only:

Entity # _____

Date Entered: _____
Entered By: _____

DIRECT DEPOSIT AUTHORIZATION AGREEMENT

HOW TO COMPLETE THIS FORM

1. Please see the terms and conditions accompanying this agreement
2. Fill in all boxes below.
3. Sign and date the form.
4. **Attach preprinted voided check.**
5. If the account is not in your name alone, have the other account holder sign also.
6. Mail the form to: Denver Housing Authority – Section 8, PO box 40305. Denver. CO 80204-0305

Business Name

Last Name

First Name MI

Tax Identification Number/Social Security number **(Last Four Digits Only)**

XXX-XX-

Phone

Action

○ New ○ Change ○ Cancel

Effective Date

☐☐ Month ☐☐ Day ☐☐ Year

Name of Financial Institution

☐☐☐