



## ELECTRONIC FUNDS TRANSFER

### Attention: Participating Property Owners and Managing Agents

In an effort to increase the efficiency, security and timeliness of payments, the Lynn Housing Authority & Neighborhood Development (LHAND) is requiring all owners, managers, and housing authorities to sign up for Direct Deposit.

**Participation is mandatory.**

Please fill in the **Form** below, and attach a copy of a **Void check** from your checking account to be used as verification. **Both items** are **necessary** in order for us to process your payments.

Our bank requires 10 days for account set up, which may mean that your first payment will be done by check and mailed to you. **ALL PAYMENTS** after that will be **directly deposited** into your designated checking account on the **1st business day** of each month.

If you have any questions regarding this matter, please call our Rental Assistance Office at (781) 581-8700.

### AUTHORIZATION FOR DIRECT DEPOSIT

I authorize LHAND to deposit my monthly Housing Assistance Payment (HAP) to the account indicated below. This authorization will remain in effect until LHAND has received written notification from me of its termination in such time as to afford LHAND and Bank a reasonable opportunity to act on it. I understand that, should I change my direct deposit account, I must complete a new direct deposit authorization form.

\_\_\_\_\_  
Printed Landlord Name (as it appears on your check)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Landlord Address (Street or P.O. Box, City, State, Zip)

\_\_\_\_\_  
Bank Routing Number

\_\_\_\_\_  
IRS Tax ID (Social Security Number or FED ID #)

\_\_\_\_\_  
Bank Account Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Date

\*\*\*Please attach copy of void check

Office Only    VH\_\_ TR\_\_