



Changing lives one key at a time



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## SECTION 8 DIRECT DEPOSIT AGREEMENT FORM

### AUTHORIZATION AGREEMENT

\_\_\_\_\_  
Landlord Name

\_\_\_\_\_  
Soc. Sec. or Tax I.D. #

\_\_\_\_\_  
Landlord Phone

\_\_\_\_\_  
Tenant Name (only need one current tenant's name)

\_\_\_\_\_  
E-mail address

I hereby authorize SPRINGFIELD HOUSING AUTHORITY to initiate automatic deposits to my account at the financial institution named below. I also authorize SPRINGFIELD HOUSING AUTHORITY to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold SPRINGFIELD HOUSING AUTHORITY responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until SPRINGFIELD HOUSING AUTHORITY receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Section 8 Department.

### ACCOUNT INFORMATION

Name of Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Checking  Savings

### SIGNATURE

Authorized Signature (Primary): \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature (Joint): \_\_\_\_\_ Date: \_\_\_\_\_

**A VOIDED CHECK MUST BE ATTACHED TO THIS FORM**  
**RETURN TO THE SECTION 8 DEPARTMENT**