

Dear Landlord,

Effective July 1, 2011, Direct Deposit will be the method of payment of your monthly Housing Assistance Payment (HAP). After signing up for direct deposit, your housing assistance payments will be electronically deposited into your checking or savings account each month on the **fourth business day** of the month and you will be able to access your payment information online. No change to your present banking relationship is necessary for this service.

Direct deposit offers you many benefits, including:

- Quicker delivery of your payment because you don't have to wait for a mailed HAP check to reach you.
- It eliminates the possibility of lost, stolen, or forged checks.
- It saves you time because you do not have to make a trip to the bank to deposit your check.
- Fast and easy access to your payment information online using a secure, password-protected account.

Your enrollment form will be processed by our office when it is received and your July 2011 housing assistance payment will be electronically deposited into the bank account you designate. Your HAP statement will be provided online, which you can access from our website at www.mckha.org. This online system, called HMS PAL (Payment Access for Landlords), offers fast and secure access to your payment information. It provides 18 months of payment history, current year to date totals, and tenant payment details, including tenant addresses. Your most current direct deposit payment data will be available online on the day following the processing of your housing assistance payment. You will have the option to receive monthly e-mail notifications that your HAP statement has been posted online if you provide your email address on the enrollment form. You can also receive e-mail notifications at more than one address, up to a maximum of three, by providing these additional e-mail addresses on the form to be included with your June 2011 HAP payment.

Please complete the enclosed enrollment form and provide the required information for the account in which you would like the payment to be deposited each month. *Please attach a voided check if you designate a checking account or a deposit slip if you designate a savings account. Your enrollment in Direct Deposit cannot be processed without the appropriate voided check or deposit slip.*

If you chose to decline direct deposit payment, you can still receive a paper check but there will be a \$10 fee and you will need to pick the check up at our Administrative offices during regular business hours on/after the second business day of the month. Also, you are responsible for reporting any changes in your banking information. If McKeesport Housing Authority incurs any banking fees due to incorrect information provided by you, then you will be responsible for these fees.

Please mail or deliver the completed enrollment form and the voided check or deposit slip **BEFORE JUNE 1, 2011** to:

McKeesport Housing Authority
Attn: Section 8 Department
2901 Brownlee Street, 2nd Floor
McKeesport, PA 15132

Faxed or e-mailed enrollment forms cannot be processed. The Housing Authority must have your original signature on file.

This letter and the enrollment form can also be accessed on our website at www.mckha.org. If you have any questions, please contact our Accountant, Joyce Vaughn, at 412-673-6942 ext. 107.

Sincerely,

Sharon Sanetsky-Kish
Section 8 Coordinator

**McKeesport Housing Authority
Housing Choice Voucher Program
2901 Brownlee St, Floor 2
McKeesport, PA 15132
(412) 673-6942**

Authorization for Direct Deposit of Housing Choice Voucher Program Rental Payments

Name of Owner or Agency: _____

Address: _____

SS# / Tax ID: _____ Phone #: (____) _____

I hereby authorize McKeesport Housing Authority, hereinafter referred to as MHA, to deposit the Housing Assistance Payment (HAP) that is due to me into my checking/savings account with the financial institution indicated below, and to initiate credit/debit entries and adjustments to the same account in the event of any errors in the credit/debit entries effected by the MHA.

Name of Financial Institution: _____

Branch: _____

City: _____ State: _____ Zip: _____

Phone #: (____) _____

Account Name: _____

ABA Routing Number*: _____

Account Number *: _____

Checking Account _____

Savings Account: _____

This authorization is to be in effect until MHA receives written notification from me of its termination in such time and manner to afford MHA and the financial institution reasonable time to act on it.

Signature: _____ Date: _____

This information can be found at the bottom of your check/deposit slip. It is **required that you attach a "VOID" check for a checking account, or a Deposit slip for a Savings Account to confirm the account and routing numbers. Not all savings account deposit slips show the routing number. Please verify this information with your bank.*

***In the event your account changes, please inform MHA immediately, so as to ensure payment into the proper account.*