



Housing Authority of the City of Austin

1124 South IH 35, Austin, TX 78704
(512) 477-1314 · Fax (512) 494-0686

Direct Deposit Authorization Form

OFFICE USE ONLY:
Vendor#:
Received on:

The Housing Authority of the City of Austin (HACA) will utilize direct deposit to ensure payments are received on a timely manner. **NOTE:** The direct deposit may take up to 60 days to be activated.

Please fill out the form completely and attach a "voided" check OR letter from the bank with the account holder(s) name, account number, routing number, and type of account.

Please check one of the following:	<input type="checkbox"/> New Vendor	<input type="checkbox"/> Account Update	<input type="checkbox"/> Existing Owner
HAP Payments should be made to:			
Business or Owner Name:			
Tax ID/Social Security #:			
Payment Address:			
City, State, Zip Code:			
Contact Name/Title:			
Telephone Number:			
Email Address:			
Payment Group:			
Bank Information			
Bank Name:			
Account Type:	Checking: <input type="checkbox"/>	Savings: <input type="checkbox"/>	
Routing (ABA) Number:			
Account Number:			

I, _____, as an authorized signer or _____ do declare that I am authorizing the Housing Authority of the City of Austin (HACA), to deposit my Housing Assistance Payments (HAP) by direct deposit (ACH) directly into the above specified bank account and initiate; if necessary, debit entries in case of a system error.

Provide Owner Signatures of all persons on Title. Title held under the name of a business entity requires the signature of the General Partner, LLC Manager Trustee(s) to two Corporate Officers or Bank (Authorized Agent).

Vendor (Owner) Signature: _____ Date: _____

Vendor (Owner) Signature: _____ Date: _____

HACA Staff Signature: _____ Date: _____