



Dear Landlord:

The Housing Authority will now deposit your monthly Housing Assistance Payments directly into your checking account each month. Simply complete the authorization below and attach a **VOIDED CHECK**. Provide your e-mail address and we'll also e-mail your detailed statements on the first of each month.

**BENEFITS** of Electronic Payments:

- Electronic payments will never be lost or stolen.
- No trips to the bank to deposit your check.
- Funds will be available in your account on the 2<sup>nd</sup> business day of each month.
- Help make government more efficient.
- Timely statements to recognize changes faster.
- Help save the ENVIRONMENT by eliminating paper checks, envelopes, mail carriers transportation emissions as well as your trip to the bank.

---

**Authorization**  
**Agreement for Direct Deposit**

I hereby authorize the Housing Authority of the City of Alameda to make my (our) monthly Housing Assistance Payments directly to my (our) checking account at my (our) designated financial institution named below:

Depository : \_\_\_\_\_  
(Bank or Other Financial Institution Name)

Branch Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

This authorization is to remain in full force and effect until the Housing Authority has received written notification from me to terminate.

Name(s) \_\_\_\_\_ Social Security or \_\_\_\_\_  
(Please print) Tax ID number

Name(s) \_\_\_\_\_ Social Security or \_\_\_\_\_  
(Please print) Tax ID number

Signature \_\_\_\_\_ (Date) \_\_\_\_\_ (E-mail Address) \_\_\_\_\_  
(Authorized Signature)

**Mail to:** Housing Authority of the City of Alameda – Attention Ray Bhat  
701 Atlantic Avenue  
Alameda, CA 94501