

**LINN-BENTON HOUSING AUTHORITY**  
**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT**

Use this form to add, change, or cancel Direct Deposit. Each action requires a separate form and all changes must be in writing. You may select only one bank account for enrollment in Direct Deposit. Please keep a copy for your records.

***Please check the appropriate action:***

Add new account only

Cancel account only

Cancel current account and add the following new account

***Please check the appropriate account type and provide the following bank information (select only one):***

Checking Account

Savings Account

Bank Name: \_\_\_\_\_

Bank Routing/Transit Number: \_\_\_\_\_

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

I authorize **Linn-Benton Housing Authority** to initiate electronic credit entries to the bank account shown above. This authority will remain in effect until I have cancelled it in writing or I no longer participate in the Section 8 Housing Choice Voucher Program. By signing this form, I also agree that I will keep my contact address updated with the Linn-Benton Housing Authority. ***If my contact address is not kept updated, then I understand that my HAP disbursement will be withheld until the current contact address is received by the Housing Authority.***

Landlord Name (please print): \_\_\_\_\_ Phone # \_\_\_\_\_

Landlord Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail Address(es): \_\_\_\_\_

Housing Authority Landlord ID # (if Known): \_\_\_\_\_

**PLEASE ATTACH A VOIDED CHECK IF YOU DESIGNATE A CHECKING ACCOUNT OR A DEPOSIT SLIP IF YOU DESIGNATE A SAVINGS ACCOUNT. WE CANNOT ACCEPT A PHOTOCOPY OF A CHECK OR DEPOSIT SLIP. YOUR ENROLLMENT IN DIRECT DEPOSIT CANNOT BE PROCESSED WITHOUT THE APPROPRIATE VOIDED CHECK OR DEPOSIT SLIP.**

**PLEASE MAIL OR DELIVER THIS FORM & VOIDED CHECK TO:**

Linn-Benton Housing Authority  
Attn: Administrative Services Department  
1250 Queen Ave. SE  
Albany, OR 97322

**Or EMAIL: [Amy@L-bha.org](mailto:Amy@L-bha.org)  
FAX: (541)926-3589**

\*\*\*Enroll for payment statements at [www.pal.hmsforweb.com](http://www.pal.hmsforweb.com).

If you have any questions regarding Direct Deposit, please call Leesa Scheele at 541-926-4497 ext. 250.