

# DIRECT DEPOSIT AUTHORIZATION FORM

Name on Account \_\_\_\_\_ SSN or TIN \_\_\_\_\_

In Care of, or Doing Business As (if applicable; **needs to be the name the business uses**):

Financial Institution \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Account Type: Checking ☐ Savings ☐ Vendor # \_\_\_\_\_

Current Landlords Only

If you are a current participating landlord, you can find your vendor number in the detail portion of your check stub. It may take up to two payment cycles for your direct deposit to take effect. You will continue to receive a paper check until the direct deposit is processed.

PLEASE PROVIDE AN ORIGINAL VOIDED CHECK, A COPY OF YOUR VALID/**LEGIBLE** PHOTO ID, AND A COPY OF YOUR SOCIAL SECURITY CARD, **OR** EIN ASSIGNMENT LETTER (if renting property under a business name)

## NO OTHER FORM OF DOCUMENTATION WILL BE ACCEPTED

Authorization:

I hereby authorize the Housing Authority of the Birmingham District (HABD) and the financial institution above to make direct deposits to my account. This authorization will remain in effect until I have signed a new authorization or upon termination of my participation in the HABD Section 8 Program. If I change or terminate this account without notifying HABD in writing I understand my payments may be delayed.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Telephone Number (including area code) \_\_\_\_\_

Email Address (**MANDATORY**) \_\_\_\_\_

<p><b>Submit this completed form and required documents to:</b></p> <p>Housing Authority of the Birmingham District McCoy Building 1301 – 25<sup>th</sup> Avenue North Birmingham, AL 35204 Attn: Landlord Liaison</p>	<p>Send inquiries to: Email: <a href="mailto:landlordinfo@habd.net">landlordinfo@habd.net</a> Only mail, hand delivery or email documents will be accepted!</p>
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PAY TO THE ORDER OF \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_ DOLLARS

FOR \_\_\_\_\_

**VOID**

089400988 0014943 1438 089400988 1438 0014943

Routing Account Check OR Routing Check Account

**DRIVER LICENSE**  
**ALABAMA**

NO. 1234567 CLASS D  
D.O.B. 01-05-1948 EXP 01-05-2014

CONNOR  
SAMPLE

1 WONDERFUL DRIVE  
MONTGOMERY AL 36104-1234

ENDORSEMENTS ISS 01-05-2010 RESTRICTIONS A  
SEX M HT 5-05 EYES BLU  
WT 120 HAIR BLN

*Connor Sample*

Colonel Hugh B. McCall  
Director of Public Safety