

DIRECT DEPOSIT SIGN-UP AND CHANGE FORM FOR VENDORS

Dallas Housing Authority (DHA) constantly looks for ways to better serve our landlords. In an effort to ensure timely monthly payments, DHA will make regular rent payments to landlords by direct deposit. DHA will only mail checks under special circumstances.

Direct deposits will be sent to your bank. To find out when funds from your deposit will be available to you, please call your bank representative.

To sign-up for direct deposit: (30 to 60 days prior notice required)

1. Please fill out the form completely and attach a “voided” check (from the account that will receive the direct deposit) OR a letter from the bank with the account holder(s) name, account number, routing number, and type of account. Make a copy for your records, then return the completed form along with the voided check to DHA with your Request for Tenancy Approval (RFTA) packet or change of ownership information.
2. There is a 30 to 60 day processing period before actual dollars can be transmitted into a new or changed account.

To make changes for direct deposit: (30 to 60 days prior notice required)

1. Follow the instructions above.
2. Payments will continue to be deposited into the old account until the new account has been set up and tested (approximately 30 to 60 days).

If you have any questions regarding completing this form, email your questions to LL-hotline@dhadal.com. Please mail completed forms to 3939 N. Hampton Road, Dallas, Texas 75212, Attention: Voucher Program. If you are completing this form with a new RFTA packet, please attach this form along with the required documents to the packet.

Check the correct choice: New Sign-Up Change
Vendor Type: Owner Agent

Name: _____ **Telephone:** _____

Contact Name: _____ **Fax #:** _____

Address: _____ **Email:** _____

City, State, Zip: _____

Tax ID/Soc. Sec. # _____ **Vendor #:** _____

Account Type: Checking Savings

Bank Name: _____ **Account #:** _____
Routing #: _____

I, _____, do declare that I am authorizing DHA to deposit my Housing Assistance Payments into the above bank account and initiate, if necessary, debit entries in case of an error.

Vendor (Owner) Signature: _____ **Date:** _____
Vendor (Owner) Signature: _____ **Date:** _____