



# HOUSING AUTHORITY of the County of Riverside

Main Office  
5555 Arlington Avenue  
Riverside, CA 92504-2506  
(951) 351-0700  
Accting. FAX 951.687-1650

## AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

Use this form to add, change or cancel a direct deposit. All changes must be in writing to the Housing Authority no later than the 15<sup>th</sup> of the month before the desired month in which the direct deposit is to be processed. If there are more than 2 owners, complete an additional form. If you have more than one owner ID/account number, please complete one form for each account.

**All funds will be credited no later than the 1<sup>st</sup> business day of the month. (Note: closed holidays)**

To set up a direct deposit you must:

- Provide a **VOIDED CHECK** from your account with your name and address imprinted on it. If checks are unavailable provide a letter from your bank on their letterhead that verifies your account and routing numbers.
- Verify that your bank accepts direct deposit. Inquire if any special requirements are needed.
- Deposit slips will not be accepted.

**Please check the appropriate box:**

- New Account       New Direct Deposit Account       Change or Cancel Account
- Account on file - no changes

Financial Institution (Bank) Name \_\_\_\_\_

Bank Transit and ABA # \_\_\_\_\_ Bank Account # \_\_\_\_\_

**Account Type: (Please mark one of the following with an "X")**

- Checking Account       Savings Account

For current owners: Provide your Owner ID/Account #: \_\_\_\_\_ (look for a 5 digit number beginning with 0 or 1).

Note: The person(s)/business' name and SSN/TIN to which the direct deposit is made will receive a 1099 from the HACR at the end of the calendar year. Therefore, before a direct deposit can be made, the HACR must have the person(s)/business' W-9 on file.

### CERTIFICATION:

I/We hereby certify under penalty of perjury under the laws of the State of California that all the information contained in this document is true and correct. Title 18, Section 1001 of the United States Code states that a person is **GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS** to any department or agency of the United States. **MAKING FALSE STATEMENTS IS ALSO A FELONY UNDER CALIFORNIA STATE LAW** (Penal Code Sections: 115, 118, 487, 532) and may result in criminal charges including perjury, grand theft, filing false documents with a public office, and obtaining money under false pretenses. **I certify that I am the legal owner of the rental property and/or am legally authorized to receive the Housing Assistance Payment for the property.**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_ e-mail \_\_\_\_\_ @ \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_ e-mail \_\_\_\_\_ @ \_\_\_\_\_

\*\*\*ACCOUNTING USE ONLY\*\*\*

Entered by \_\_\_\_\_

Date \_\_\_\_\_

Pre-noted Month/Year \_\_\_\_\_

Actual Direct Deposit Month/Year \_\_\_\_\_

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