

HCVP
400 East Blvd
Charlotte, NC 28203
Phone: 704.336.5184
Fax: 704.336.5960
www.cha-nc.org



Charlotte Housing Authority
Building Community, People & Partnerships

DIRECT DEPOSIT IS AVAILABLE

ATTENTION: PARTICIPATING OWNER/MANAGER

Would you like to receive your payment the same day it is issued?

The Charlotte Housing Authority is pleased to announce that we now have the capability to offer direct deposit of your accounts payable checks, which you receive whenever an invoice is paid.

Advantages of Direct Deposit:

- In most cases, your payment will be available by the second working day of each month
- No mail delay due to weekend or holidays
- Checks will not be lost in the mail. There will be no need to “stop” payment on lost or delayed checks.
- You will know immediately if your funds have been deposited
- No fear of lost or stolen or stolen checks
- You will receive a statement which identifies the exact amount deposited into your account for tenant.

ENROLLMENT IS SIMPLE!

If you would like your payment deposited directly in your account

1. Fill out the reverse side of this form
2. Attach a VOIDED check from your checking account
3. Return the information to:

Charlotte Housing Authority
Housing Choice Voucher Program
400 East Blvd
Charlotte, NC 28203

If you have questions, please call (704) 336-5251.

Sincerely,

Jamila Davis
Landlord Outreach Clerk

CHARLOTTE HOUSING AUTHORITY
AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT

Use this form to add, change or cancel direct deposit. All changes must be submitted in writing to the Charlotte Housing Authority no later than the 15th of the month before the desired month in which the direct deposit is to be processed. All funds *should* be credited on the 2nd working day of each month, but no later than the 5th working day of the month.

STEP 1

I hereby authorize the Charlotte Housing Authority to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account.

Please check the appropriate box.

Add Direct Deposit Change Direct Deposit Information Cancel Direct Deposit

STEP 2

Checking If there are no checks, contact institution for a letter.

STEP 3

Please attach a **VOIDED** check from your checking account. We will use this to get your correct routing and account numbers.

STEP

Corporation (Legally Incorporated) Individual

STEP 5

READ AND SIGN:

I understand that any funds paid through direct deposit should be credited to my account on the 2nd working day of each month, but not later than the 5th working day of each month.

Your Name _____ Date _____

Signature _____

Phone Number _____

Date _____

Entered by _____

Payee # _____

Noted (Month/Date) _____

Actual Direct Deposit (Month/Year) _____