



## **DIRECT DEPOSIT ENROLLMENT FORM**

Direct Deposit is a process in which the Housing Assistance Payment (HAP) portion of the monthly rent payment(s) are transmitted to the Owner/Property Management's bank account through electronic processing, rather than issuance of a physical check. **Landlords who enroll in Direct Deposit will not receive any remittance advice listing the specific details of the deposit**, but may request the detailed information by contacting VangYee or [vyang@dakotacda.state.mn.us](mailto:vyang@dakotacda.state.mn.us) or 651-675-4533. Banks, savings and loan associations and credit unions are eligible to accept such deposits.

SOME ADVANTAGES OF PARTICIPATING IN THE DIRECT DEPOSIT SYSTEM ARE:

**Peace of Mind** - with Direct Deposit, you don't have to worry about receiving your payment on time because of mail delays or having your check lost or stolen.

**Prompt Payment** - you will have access to your money earlier, since the deposit will be credited on the payment date, thus eliminating any processing or mail delays.

**Convenience** - Direct Deposit eliminates the necessity for special trips to pick up and deposit payments.

**Freedom** - with Direct Deposit your payment will be automatically deposited into your account, even when you are not available to take the check to the bank.

Please fill out the information below and **attach a voided check or a savings deposit slip**. We must receive the form by the 20<sup>th</sup> of the month in order to make the direct deposit effective on the first of the following month. A "prenote" or trial run is done to ensure that all routing and account numbers are correct.

Please indicate the bank account type:   Checking/DDA Account \_\_\_\_\_ Savings \_\_\_\_\_

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

Account #: \_\_\_\_\_ Routing #: \_\_\_\_\_

Owner/Property Name: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax #: \_\_\_\_\_

I hereby authorize the direct deposit of my tenants' rental assistance payment to the account indicated above. If Dakota County CDA deposits funds to my account to which I am not entitled, I hereby authorize Dakota County CDA to direct the above financial institution to return said funds. This agreement will remain in effect until I provide written notice to Dakota County CDA to cancel.

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