

DIRECT DEPOSIT AUTHORIZATION

Please Contact Mila Zimina for Questions. 209-722-3501 ext. 106

milaz@merced-pha.com

When a Direct Deposit is made to the account specified, you will receive an email, notifying you that an ACH has been made, and you will also receive an attachment with a Statement of your Payment with this email.

INSTRUCTIONS

PART 1: Transaction Type

Check the appropriate box(es).

NOTE: The payee must review Part 2 and complete Part 3 for all transaction types.

A valid E-mail Address is required for Direct Deposit.

- **NEW SETUP** - Select if payee is not currently on direct deposit.
- Financial institution representative must complete Part 4 if necessary.
- **CANCELLATION** - Select if payee wishes to stop direct deposit.
- Do Not complete Part 4.
- **CHANGE FINANCIAL INSTITUTION** - Contact NEW Financial Institution
For Questions
- **CHANGE ACCOUNT NUMBER** - Financial institution representative or Payee may
Complete Part 4 if necessary.
- **CHANGE ACCOUNT TYPE** - Financial institution representative or Payee may
Complete Part 4 if necessary

PART 2: Payee Identification

The payee must review this section to confirm that all information is accurate. Any changes should be noted in the space provided.

PART 3: Authorization for Setup, Changes, or Cancellation

The individual authorizing must sign, print their name and date the form.

NOTE: No alterations to the text in this section will be allowed.

PART 4: Financial Institution

This section may be completed by the **Payee** or a **Financial Institution Representative** if necessary.

NOTE: Alterations to routing and/or account number must be initialed by the payee.

- **ATTACH A "VOIDED" CHECK** - To the front of this form.

Mail your completed form to: Housing Authority of the County of Merced

Attn: Mila Zimina
405 U Street
Merced, CA 95341

Or EMAIL completed form and VOIDED check to milaz@merced-pha.com

PLEASE NOTE THAT AN EMAIL ADDRESS IS REQUIRED TO RECEIVE DIRECT DEPOSIT PAYMENTS