

Housing Authority Of Pompano Beach



Post Office Box 2006
321 West Atlantic Boulevard
Pompano Beach, FL 33061
(954) 785-7200 FAX: (954) 942-8142

Direct Deposit Fact Sheet

Dear Landlord:

The Housing Authority of Pompano Beach (HAPB) has the availability of processing our payments electronically, via Direct Deposit. In order to participate in the Direct Deposit System to receive payments it is of utmost importance that you provide HAPB with the following:

I. Complete this Form and provide a check marked VOID.

- The check must be an original document (check) for the account where you wish to have the electronic deposits made. **Deposit slips will NOT be accepted.**
- Your check **MUST** include the Full name and address of the bank account holder and the Encoding must also be on the bottom of the check. Said check should be attached to this form and returned to the Finance Department.
- *The form **may** be returned along with the Request for Tenancy Approval or at any other time in the future.*
- *Should the landlord decide to use the Direct Deposit payment option at a later time, please return the Direct Deposit Information form and voided check attached to:*

HOUSING AUTHORITY OF POMPANO BEACH,
321 West Atlantic Boulevard
Pompano Beach, Florida 33060
Attn: Finance Department

- Please be advised, incomplete information will not be processed and shall be returned to the landlord. The landlord will continue with the current arrangement or will be set-up to receive payment in paper payments system.
- This form will be used for the **sole purpose** of obtaining account information to set-up **initial direct deposit**.

II. Follow the Direct Deposit process.

- The Housing Authority will deposit into the account number submitted and process the amount of Housing Assistance Payment (HAP) due to the landlord on or about the 5th of every month.

NOTE: If you are receiving payments for more than one tenant, all payments made to you will be deposited to the same account. Please attach separate listing of property address and tenant names.

- The HAP payments will be issued in accordance to the Section 8 Department transactions.
 - Should the landlord encounter questions regarding amounts paid, please **CONTACT YOUR TENANT'S COUNSELOR.**
 - Should the landlord encounter problems with the actual monetary deposits into their bank accounts, please contact Finance directly at (954) 785-7200 extension #224.
- It is the responsibility of the landlord to notify the HAPB in **writing** by the 15th of any given month of any subsequent change that occur such as changes of address, closed/cancelled bank or account where payments are to be deposited. Please be advised the Housing Authority **must** have a valid address for the landlord/owner at **ALL** times including if they are receiving **DIRECT DEPOSIT**. **Failure to comply will result in a hold of the next and/or future Section 8 Housing Assistance Payment(s) on behalf of our participant (s) /tenant (s).**

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Direct Deposit Request Information Form

Are you an EXISTING HAPB Vendor? <input type="checkbox"/> Yes <input type="checkbox"/> NO If YES, what is vendor number _____.		
IS THIS A CHANGE IN BANK ACCOUNT INFORMATION ? <input type="checkbox"/> Yes <input type="checkbox"/> NO		
OWNER'S NAME (As listed on deed):		
Is there a Management Company authorized to receive the rental assistance payments on your behalf ? <input type="checkbox"/> Yes <input type="checkbox"/> NO		
If yes, please print Name of Company:		
Vendor's Mailing Address:		
City:	State:	Zip Code:
S.S. # / TIN		
Telephone Number: ()	Facsimile Number: ()	
E-Mail address, if any:		
Property Address: (If MORE THAN ONE property, <u>attach separate</u> listing)		
Tenant Name: (s)		

- ❖ It is the policy of the Housing Authority of Pompano Beach to not mail out checks to the Landlord. We encourage all landlords to sign up for direct deposit AND create an account in our online landlord portal at www.hapb.org.
- ❖ This agency reserves the right to utilize the landlord's private e-mail to submit monthly check stubs and breakdown of payments issued.

ATTACH ORIGINAL CHECK HERE (NO DEPOSIT SLIPS PLEASE)
ORIGINAL CHECKS ONLY, NAME AND ADDRESS MUST BE PRE-PRINTED ON CHECK.

DEPOSIT SLIPS MAY ONLY BE ACCEPTED FOR QUALIFIED LARGE COMPLEX, TAX CREDIT PROPERTIES AS WELL AS OTHER GOVERNMENT ENTITIES.

BANK CERTIFIED AFFIDAVITS MAY ALSO BE PROVIDED IN LIEU OF CHECK.