

Housing Authority of Jackson County

2251 Table Rock Road Medford OR

PH/TDD: 541-779-5785 www.hajc.net Fax: 541-857-1118

DIRECT DEPOSIT ENROLLMENT AND AUTHORIZATION FORM

As part of our continuing effort to streamline our business processes, the Housing Authority of Jackson County (HAJC) is now requiring landlords to receive their monthly Housing Assistance Payments (HAP) through direct deposit.

I/We hereinafter called Owner or Agent, hereby authorize the Housing Authority of Jackson County, hereinafter called HAJC, to initiate direct deposits of my HAP to the financial institution named below and to initiate adjustments for any credit entries deposited into my/our account in error.

HAJC is authorized to execute direct deposit for all HAP payable to this agency/persons based on information provided below. This authorization is effective until HAJC receives written notification from this landlord (or its legal agent) of its termination or change. Written revisions of this direct deposit authorization will be executed in an appropriate time frame and manner, however, HAJC does require five (5) days notification as a reasonable opportunity to process requests such as direct deposit termination and bank account changes.

All information provided by Owner/Agent for the purpose of direct deposit is considered private and confidential by HAJC.

Authorized Signature: _____ Date: _____

Printed Name: _____

Direct Deposit Information: _____

Legal Owner: _____

Owner's Agent (if applicable): _____

SS# or Tax Payer ID: _____

Phone: _____ Email: _____

Depository/Bank: _____

Branch: _____

City, State & Zip: _____

Transit/Routing Number: _____

Account Number: _____

Please Mark Account Type: Checking Savings

Please attach a voided check to this form and return to:

Housing Authority of Jackson County

Attn: Jennifer Jennings

2251 Table Rock Road, Medford, OR 97501

For assistance, contact Jennifer at (541) 779-5785 x 1010