



HOUSING AUTHORITY  
of JACKSON COUNTY

2251 Table Rock Road | Medford, OR 97501  
P 541- 779-5785 | F 541-857-1118  
[www.hajc.net](http://www.hajc.net)

To: All HAP Landlords

Ref: On-line HAP Payment Access/Hap Direct Deposit

Housing Authority of Jackson County (HAJC) is excited to introduce our landlords to our new online HMS Payment Access for Landlords (PAL) and our new direct deposit payment option. Using the PAL system, you will be able to register and access information regarding your monthly Housing Assistance Payment (HAP) for all your current tenants. Landlords can use PAL regardless of whether you receive Direct Deposit or payments by check; however, by signing up for Direct Deposit you can help HAJC reduce environmental waste, use less paper, and help us become more efficient. To register for Direct Deposit, please fill out the enrollment form and return it back to HAJC along with a **Voided Check**. *Deposit slips are not acceptable.*

Please visit the PAL website and familiarize yourself with the new system at: [www.hmsforweb.com/pal](http://www.hmsforweb.com/pal). There are instructions provided to assist you in accessing your information. Each landlord will be required to register at HMS PAL and set up a user account. After successful registration, you can log in and check your payment history and print out individual payment information. You will need an email address to complete the online process. If you do not have an email account, you can sign up for a free account at [www.hotmail.com](http://www.hotmail.com), [www.gmail.com](http://www.gmail.com), [www.msn.com](http://www.msn.com), or [www.yahoo.com](http://www.yahoo.com). Please, obtain the email address before registering on the PAL site.

Through HMS PAL, you will be able to view an 18-month payment history and current year to date totals. Your current payment data will be available online on the day following a check run process. This includes mid-month payments that are applicable for new move-ins, lease-ups, and payments that have been held for abatements. However, please allow 2-3 business days for the receipt of your actual payment in your bank account as it takes time for the bank to process your direct-deposits.

You can opt to receive email notifications that a recent payment has been posted to the web, by enabling email notifications. If you would like to receive an email notification, you must select to turn on email notifications after you log in to HMS PAL by clicking on "Email Settings" in the left menu. The email will let you know that your current month's statement is available online and will provide you with a link that will bring you to the login page.

At HAJC we are always looking for ways to expedite and simplify our functions in order to better serve both our landlords and clients. By implementing the usage of HMS PAL, we hope to offer an easier and more convenient method for you to verify Housing Assistance Payments (HAP) information on a monthly basis. For any questions, comments, or technical problems regarding HMS PAL, please email: [support@hmsforweb.com](mailto:support@hmsforweb.com). If you have questions about payment dates, payment amounts, etc. please contact HAJC at (541) 779-5785.



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### 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 Circle Account Type:    Checking    Savings

**Please attach a voided check with 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