

**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT**

I (we) hereby authorize the Miami-Dade Public Housing Agency to initiate credit entries to my (our) account in the financial institution named below and authorize the financial institution to credit the same to my (our) account.

This authorization is to remain in effect unless revoked by the vendor in writing to the Miami-Dade Public Housing Agency. Account changes must be reported to the Miami-Dade Public Housing Agency thirty (30) days prior to the actual change.

**Please complete the following information and attach a voided check**

(if no voided check is available, have bank stamped or letter verifying account information)

**SECTION 1 – (To be completed by vendor)**

TYPE OF TRANSACTION (check one):

☐

ADD (new)

☐

CHANGE

☐

DELETE

SECTION 8 LANDLORD? YES ☐ NO ☐

VENDOR NAME: \_\_\_\_\_

FEDERAL TAX ID OR SOCIAL SECURITY NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PAYEE PRINTED NAME \_\_\_\_\_

PAYEE SIGNATURE \_\_\_\_\_

CO-PAYEE PRINTED NAME \_\_\_\_\_

CO-PAYEE SIGNATURE \_\_\_\_\_

**SECTION 2 – (To be completed by financial institution)**

DIRECT DEPOSIT TO BE MADE TO

FINANCIAL INSTITUTION NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

TYPE OF ACCOUNT: CHECKING ☐

SAVINGS ☐

BANK ROUTING NUMBER (The first nine digits prior to the account number in the bottom left corner of the check).

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Please Note: Some banks have different routing numbers for ACH or Direct Deposits

BANK ACCOUNT NUMBER

BANK STAMP: \_\_\_\_\_

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BANK OFFICIAL (Please Print Legibly): \_\_\_\_\_ DATE: \_\_\_\_\_

**SECTION 3 – (To be completed by MDPHA Finance Division' Accounting Staff)**

DATE RECEIVED: \_\_\_\_/\_\_\_\_/\_\_\_\_

ACH BANK CODE: \_\_\_\_\_

VENDOR NUMBER: \_\_\_\_\_

ACH PROCESSED: \_\_\_\_/\_\_\_\_/\_\_\_\_

PROCESSED BY: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DISBURSEMENT OFFICER APPROVAL BY: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**IMPORTANT REMINDER! ATTACH A VOIDED CHECK!**