



DIRECT DEPOSIT AUTHORIZATION INSTRUCTIONS

PART 1: TRANSACTION TYPE

Check the appropriate box(es).

- **NEW SETUP** – Select if payee is not currently on direct deposit.
- **CANCELLATION** – Select if payee wishes to stop direct deposit.
- **CHANGE FINANCIAL INSTITUTION** – Select if payee wishes to change financial institutions.
- **CHANGE ACCOUNT NUMBER** – Select if payee wishes to change account number.
- **CHANGE ACCOUNT TYPE** – Select if payee wishes to change account type.

PART 2: PAYEE IDENTIFICATION

The payee must complete this section and confirm that all information is accurate. Any changes should be noted in the space provided. **PLEASE INCLUDE AN EMAIL ADDRESS AND A FAX NUMBER.**

PART 3: AUTHORIZATION FOR SETUP, CHANGES, OR CANCELLATIONS

The individual(s) authorizing must sign, print their name, and date the form. The name should be as it appears on your account. No alterations to the text in this section will be allowed.

PART 4: FINANCIAL INSTITUTION

The financial institution's name must be provided in box 12 and their phone number must be provided in box 13. The payee must initial any alterations to routing and/or account number.

FURTHER INSTRUCTIONS:

SEND A VOIDED CHECK. Do not send a deposit slip because they do not contain the correct information.

Please provide a list of your tenants with this form.

To change information or bank account:

1. Follow the instructions above.
2. **SEND A VOIDED CHECK** from the old account along with a voided check from the new account specifying which is old and which is new.
3. The payments will continue to be deposited into the old account until the new account has been tested.
4. If an account must be closed unexpectedly please call our accounting office and set up to receive checks until a new account is established.

