



Direct Deposit/Electronic Fund Transfer (EFT) Enrollment/Change of Account Form

Complete all the requested information and sign/date below. Print all information clearly.

Last Name or Business Name	First Name	Social Security Number or EIN #	
Address (Number, Street, City, State, Zip)	Telephone	Email Address	
Type of Action (check one): ☐ NEW ☐ CHANGE BANK OR ACCOUNT NUMBER			
Name of Bank	Bank Routing Number	Account Number	Type of Account (checking or savings)

Please read the following information and sign below:

1. The direct deposit payment may take up to 4 weeks to take effect. Once the payments have started, you must notify the PHA if there is a change to the accounts prior to closing the old account.
2. Please keep the rent change letters provided to you when a change is processed to determine the amounts that will be deposited. If you are scheduled to receive multiple payments each month, you will only receive one deposit for all the payments.
3. You may create an account to view payment history on the landlord portal on pawthousing.org.
4. We suggest you keep a copy of this completed form for your records.

I, hereby confirm my authority, as an authorized signer of the above-referenced bank account, to authorize Pawtucket Housing Authority to deposit, all entitled payments to the Bank Account and to initiate, as necessary, debit entries to adjust any credit made in error, deposited for an incorrect amount, or that is a duplicate of the correct payment. The Pawtucket Housing Authority will make a reasonable effort to communicate with me of a debit entry that will be made to the Account. I understand that this authorization will remain in effect until a written instruction, executed by me, authorizing cancellation is submitted to the Pawtucket Housing Authority.

Print/Type Name: _____

Signature: _____ Date: _____

IMPORTANT: A VOIDED CHECK OR LETTER FROM THE BANK WITH YOUR ACCOUNT NUMBER AND BANK ROUTING NUMBER MUST BE ATTACHED TO THIS FORM

We cannot take action without your signature on this form.