



# Richmond Redevelopment & Housing Authority

## Authorization of ACH/Direct Deposit

**PLEASE COMPLETE THIS FORM AND RETURN TO:**

Richmond Redevelopment & Housing Authority  
 Attn: Treasury Department  
 P.O. Box 25639  
 Richmond, VA 23260-5369

**Please attach a voided check  
to this form**

**PART 1: Transaction Type**

<input type="checkbox"/> New setup <input type="checkbox"/> Cancellation	<input type="checkbox"/> Change financial institution <input type="checkbox"/> Change account number <input type="checkbox"/> Change account type
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**PART 2: Payee Identification**

1. Owner Tax ID <i>(Social Security Number or Employer Identification Number)</i>	2. Work Phone Number		
3. Name	4. Home Phone Number		
5. Street Address	6. City	7. State	8. ZIP Code

**PART 3: Payee Identification**

I (we) hereby request and authorize Richmond Redevelopment & Housing Authority to deposit payments by electronic funds transfer into the account specified below and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. I recognize that, if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or my payments may be erroneously transferred electronically.

This authorization will remain in effect until Richmond Redevelopment & Housing Authority has received written notice to terminate the ACH/Direct Deposit transactions. **The undersigned must allow four to six weeks for initiating or terminating direct deposit and is responsible for notification of any change in financial institution information.**

9. Authorized Signature	10. Print Name	11. Date
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**PART 4: Financial Institution** *(Contact your financial institution for this information, if necessary.)*

12. Financial Institution Name	13. City	14. State	15. ZIP Code
16. Routing Transit Number	17. Customer Account Number	18. Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings	

## **ACH/Direct Deposit Terms & Conditions**

The submission of the Authorization of ACH/Direct Deposit Form authorizes Richmond Redevelopment & Housing Authority (RRHA) to electronically deposit payments through the Automated Clearing House (ACH) to the bank listed of the form. I hereby agree to the following terms & conditions:

1. This authorization of ACH/Direct Deposit will remain in effect until written notification is submitted to Richmond Redevelopment & Housing Authority to terminate the payment transactions.
2. In the event that you change your account or relocate to another bank, RRHA requires a 30-day advance notification to transfer your payments to your new account. Completion of a new Authorization of ACH/Direct Deposit Form is required.
3. All payments will be made in accordance with RRHA's standard payment terms for Housing Assistance Payments (HAP) or vendor payments. Advance notice will be given to all participants if payment terms are altered or changed.
4. Housing Assistance Payments (HAP) will be made to your account on the first business day of the month.
5. If your ACH payment is rejected by the bank, your account will automatically switch back to receiving paper checks. The check for you rejected ACH will be process in the mid-month check cycle.
6. RRHA reserves the right to initiate a reversing entry as permitted by the Rules of the National Automated Clearing House Association.
7. A "voided" check stub will be sent to you by mail with the supporting documentation of each ACH transaction. Your payment history also can be viewed on-line via the Owner Self-Service module.
8. RRHA has the right to change or terminate ACH/Direct Deposit services with proper advance notification to our landlords, customers or vendors.

If you have any questions about the terms & conditions, please feel free to contact the Finance Department at (804) 780-4244 or (804) 780-4041.