

Washington County CDA
7645 Currell Blvd.
Woodbury, MN 55125

DATE _____

Dear _____:

The Washington County Community Development Agency's (CDA) Housing Choice Voucher/Section 8 Program has implemented direct deposit for the Housing Assistance Payments (HAP) checks. **This is a requirement for all landlords participating in the program.**

Direct deposit improves efficiency and cuts down on expenses. Direct deposit ensures that the CDA is able to pay rents in the most efficient, least costly and most timely manner. Direct Deposit also provides for payments in case of an emergency that would cause a business disruption at the CDA.

After direct deposit has been set up, you will receive an email each month informing you that a deposit has been made to your bank account.

To set up direct deposit, the CDA requires:

- 1) A **voided check** for your rent payment to be deposited into a checking account
- 2) Complete the attached **AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT** and return this form with your voided check in the enclosed postage paid envelope.

The AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT must be returned to the CDA immediately in order to insure quick payment. As of April 1, 2018, the CDA will no longer be issuing paper checks for payment. All payments will be made via direct deposit.

If you have any questions regarding this matter, please contact Rental Assistance at:

Phone: 651-458-0936

Fax: 651-458-1696

Email: rentalassistance@washingtoncountycda.org

****COMPLETE AND RETURN THIS PAGE TO THE CDA ****

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

COMPANY: WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

LOCATION: 7645 CURRELL, WOODBURY, WASHINGTON COUNTY, MINNESOTA 55125

I Hereby authorize Washington County CDA to initiate credit entries to my (our) account designated. By acceptance of the funds through direct deposit, the Owner/Property Management Company certifies that to the best of his/her knowledge the dwelling unit is in decent, safe and sanitary condition; the contracting family is in the unit and is expected to be there the entire month; the deposited amount is in accordance with the provisions of the HAP Contract and is payable under the HAP Contract; and all other facts and data on which this amount is based are true and complete. If any funds are deposited in error, I agree to return the money to the CDA within 10 days of the deposit.

- **Any one submitting fraudulent information is subject to a fine and/or imprisonment. Title 18 U.S.C. 1001**
- **Written notification of all account changes must be submitted to the WCCDA at least 20 days prior to payment date.**

Landlord/Management Company Name: _____

Name (PRINT): _____ **Date:** _____

Signature: _____

Telephone Number: _____

Mailing Address: _____

EMAIL ADDRESS WHERE YOU WANT TO RECEIVE PAYMENT NOTICES:

WHAT TYPE OF ACCOUNT DO YOU WANT PAYMENTS DIRECT DEPOSITED INTO:

(circle one): CHECKING SAVINGS

ATTACH A VOIDED CHECK

****COMPLETE AND RETURN THIS PAGE TO THE CDA ****