

Housing Authority of the City of Lumberton
DIRECT DEPOSIT REQUEST FORM
(Housing Choice Voucher/Section 8 Program Only)

To participate in direct deposit, please note the following:

- You must have an active checking or savings account.
- Direct deposit will only be made to only one bank account.
- The entire amount of the housing assistance payment (HAP) will be deposited.
- NO partial deposits will be made.
- **ANY CHANGES** to your account information **MUST BE** submitted **IN WRITING** along with a new direct deposit request form.

Landlord/Owner Information:

Owner Name or Business Name (Please Print)

Owner Signature

Contract Name (if different from above)

Phone Number(s)

Assisted Unit Address

Tenant Name

****NOTE: If you have multiple addresses and tenants please attach a list. ****

Bank Name: _____

Account#: _____ Routing#: _____

(Check **ONE** only) Checking Account: _____ Savings Account: _____

The following information must be attached to this request form:

- A voided check or another valid bank document, which bears the name and address of the landlord, routing number and account number magnetically encoded on the form. ***Starter checks and deposit slips are unacceptable.***
- A copy of your most recent HAP (housing assistance payment) check stub.

Return this form and the requested items to: Housing Authority of the City of Lumberton
613 King Street
Lumberton, NC 28358

HACL Office Use Only

Date Received: _____ Effective Date: _____

Landlord/Owner#: _____ HACL Staff: _____

If you have any questions or concerns, please refer to HACL website at www.hacl014.com and follow the program link to Housing Programs or contact us at (910) 671-8200.

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Direct Deposit FAQ:

Can money be deposited into multiple accounts?

- No, the direct deposit system will not allow deposits to multiple accounts.

Can partial direct deposits be made?

- No, direct deposits system will not allow partial direct deposits.

Does the name on the account need to be the same as the landlord on the HAP contract?

- Yes

Can I sign up at a later date?

- Yes, but to ensure you receive your payment(s) we encourage you to sign up for direct deposit.

Can account information be changed at a later date?

- Yes, please notify the Finance Department as soon as possible.

If I no longer want direct deposit, how long will it take to stop the process?

- Inform the Finance Department by the 20th of the month and your next month's payment will be a paper check.

Who do I contact if there is a problem with the direct deposit?

- Housing Authority of the City of Lumberton, Finance Department.
(910)671-8200

What happens in the event that the property is sold to a new owner?

- Inform the Finance Department in writing.

Will I still receive deposit and tenant information each month?

- Yes, a document (similar to the check stub you currently receive) will be mailed each month.