

PO Code: \_\_\_\_\_  
[For office use only]

## Direct Deposit Enrollment Request Form Authorization Agreement for Automatic Deposits (ACH Credits)

**NEW REQUEST FOR DIRECT DEPOSIT**

**UPDATING INFORMATION FOR CURRENT DIRECT DEPOSIT ACCOUNT**

I am a:  RENTER  PROPERTY OWNER  OTHER

I authorize Metropolitan Boston Housing Partnership, Inc. and Bank of America to make electronic deposits to the specified account.

**Property Owner:**

Name \_\_\_\_\_

Owner's Home Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Select one  Checking  Savings

Routing Number<sup>1</sup> \_\_\_\_\_

Account Number<sup>2</sup> \_\_\_\_\_

E-mail Address (please print) \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Social Security # or Tax I.D. # \_\_\_\_\_

If monies to which I am not entitled are deposited to my account, I authorize the Metropolitan Boston Housing Partnership, Inc. to direct the financial institution to return said funds. This authority will remain in effect until I have filed a new authorization or until this authorization is revoked by me in writing.

Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

**Please staple a voided *personal* check from the specified checking account to this completed form and send it to: Jennipher Moore, MBHP, 125 Lincoln Street, 5<sup>th</sup> Floor, Boston, MA 02111-2503.**

**WE CANNOT ENROLL YOU IN THE PROGRAM WITHOUT A VOIDED CHECK OR DEPOSIT SLIP.**

Call (617) 425-6752 if you have any questions. *Please note:* You may receive one or more "paper" checks before your direct deposit enrollment is processed and becomes active. Please be sure to include your e-mail address (see above). You will be notified when your application has been processed.

<sup>1</sup> The first nine numbers from the left at the bottom of your deposit slip if using a savings account or your check if using a checking account is the bank routing number. This number is always nine digits.

<sup>2</sup> Your account number is at the bottom of your check or savings deposit slip, after the bank routing number (and before the check number if using a check). If there are zeros before or after your account number, please include them.