



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: **PROPERTY OWNER** ☒

I authorize Metro Housing|Boston 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 Number¹ _____

Account Number² _____

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 Metro Housing|Boston 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:

Tony Sahyoun, Metro Housing|Boston
1411 Tremont Street, Boston, MA 02120-3401

WE CANNOT ENROLL YOU IN THE PROGRAM WITHOUT A VOIDED CHECK OR BANK LETTER.

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.

¹ 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.

² 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.