



*[For office use only] PO # (Web): _____ PO # (VDF): _____

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

Please check one of following:

New Request for Direct Deposit or Change Current Direct Deposit Information

Property Owner / Payee Information

Name _____
Social Security # or Tax I.D. # _____ Daytime Phone Number _____
Address _____ City, State, Zip Code _____
E-mail Address (please print) _____

Direct Deposit Information:

Select one: Checking or Savings

Account Holder's Name _____
Bank Name _____
Routing Number1 _____
Account Number2 _____

Please attached with **voided check** from the specified checking account.
Substitute documentation **for account without paper check**: 1) Bank statement; or 2) Letter from bank that indicate account name; account number and routing information; or 3) Bank Deposit Slip (with preprinted account name, and account number only)

I authorize Metro Housing|Boston and Bank of America to make electronic deposits to the specified account.
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 send this completed form with voided check (or substitute documentation) and send it to:**

Metro Housing|Boston
1411 Tremont Street, Boston, MA 02120-3401
Attn: Accounting Department

****Or email to: Accounting.Mailbox@metrohousingboston.org**

Call (617) 425-6616 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.

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.