







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

Section 1 : Type of request (check one)

[ ] New Request for Direct Deposit OR [ ] Change Current Direct Deposit Information

Section 2 : Customer / Vendor / Payee Information

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

Section 3 : Direct Deposit Information:

[ ] 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

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

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.

For internal use Only:

Program: [ ] MTW / Section 8 or [ ] MRVP / CoC Program or [ ] HomeBASE / RAFT

Staff Name :