

# Housing Authority Of Pompano Beach



EXECUTIVE DIRECTOR  
Ralph W. Adderly

P.O. Box 2006  
321 West Atlantic Boulevard  
Pompano Beach, Florida 33061  
(954) 785-7200 (TDD) FAX: (954) 942-8142

## Direct Deposit Fact Sheet

Dear Landlord:

The Housing Authority of Pompano Beach (HAPB) has the availability of processing our payments electronically, via Direct Deposit. In order to participate in the Direct Deposit System to receive payments it is of utmost importance that you provide HAPB with the following:

- I. Complete this Form and provide a check marked VOID.
  - The check must be an original document (check) for the account where you wish to have the electronic deposits made. **Deposit slips will NOT be accepted.**
  - Your check **MUST** include the Full name and address of the bank account holder and the Encoding must also be on the bottom of the check. Said check should be attached to this form and returned to the Finance Department.
  - *The form may be returned along with the Request for Tenancy Approval or at any other time in the future.*
  - *Should the landlord decide to use the Direct Deposit payment option at a later time, please return the Direct Deposit Information form and voided check attached to:*

HOUSING AUTHORITY OF POMPANO BEACH,  
Post Office Box 2006, 321 West Atlantic Boulevard  
Pompano Beach, Florida 33061  
**Attn: Finance Department**

- Please be advised, incomplete information will not be processed and shall be returned to the landlord. The landlord will continue with the current arrangement or will be set-up to receive payment in paper payments system.
  - This form will be used for the **sole purpose** of obtaining account information to set-up **initial direct deposit**.
- II. Follow the Direct Deposit process.
    - The Housing Authority will deposit in to the account number submitted and processed the amount of Housing Assistance Payment (HAP) due to the landlord on or about the 1<sup>st</sup> of every month.

**NOTE:** If you are receiving payments for more than one tenant, all payments made to you will be deposited to the same account. Please attach separate listing of property address and tenant names.

- The HAP payments will be issued in accordance to the Section 8 Department transactions.
  - Should the landlord encounter questions regarding amounts paid, please contact your tenants Counselor.
  - Should the landlord encounter problems with the actual monetary deposits into their bank accounts, please contact Finance Directly at (954) 785-7200 extension #224.
- The Landlord will receive a Direct Deposit Statement in the mail indicating the amount deposited, the list of families being assisted with said check and their respective amounts.
- It is the responsibility of the landlord to notify the HAPB in **writing** by the 15th of any given month any subsequent change that occur such as changes of address, closed/cancelled bank or account where payments are to be deposited. Please advised the Housing Authority must have a valid address for the landlord/owner at **ALL** times including if they are receiving **DIRECT DEPOSIT**. Failure to comply will result in a hold of the next and/or future Section 8 Housing Assistance Payment(s) on behalf of our participant (s) /tenant (s).

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## Direct Deposit Request Information Form

NAME:		
Address:		
City:	State:	Zip Code:
Social Security or Tax Identification Number:		
Property Address: (if more than one property, attach separate listing)		
City:	State:	Zip Code:
Telephone Number:	Facsimile Number:	
( ) -	( ) -	
E-Mail address, if any:		

**NOTICE:** It is the responsibility of the landlord to notify the HAPB in writing by the 15<sup>th</sup> of any given month any subsequent change occur relation to address, bank or account where payments are to be deposited. This form is used for the sole purpose of obtaining account information to initial direct deposit.

**Attach original check here  
(NO deposit slips please)**