



MS-9870
 200 S Center Street – Building 1
 P.O. Box 1466
 Mesa, AZ 85211-1466
 Office (480) 644-3536
 Fax (480) 644-2923
 Lobby Hours: Monday-Thursday 7:00 a.m.-5:30 p.m., closed Friday

DIRECT DEPOSIT AUTHORIZATION Mandatory for all Section 8 Landlords

COMPLETE THIS FORM AND RETURN IT WITH A VOIDED CHECK TO:
 City of Mesa Housing Authority
 Phone: 480-644-3536 FAX: 480-644-2923
 (scan and email to: NEIGHSVS-finance@MesaAZ.gov)

PART 1: TRANSACTION TYPE (CHECK ONE)

New Account: Change in Existing Account:

PART 2: VENDOR IDENTIFICATION & BUSINESS NAME

1. Owner Name and Federal Tax ID (SS or Employer or Tax Identification Number)		2. Daytime Phone Number	
3. Section 8 property address		4. Tenant name	
5. Property Management Company or Business Name (if applicable)		6. Alternate Phone Number	
7. Name of Payee Name (As it appears on your voided check)		8. Fax Number	
9. Mailing Address	10. City	11. State	12. Zip Code

PART 3: AUTHORIZATION FOR SETUP, CHANGES, OR CANCELLATION

I hereby request and authorize the City of Mesa Housing to deposit payments by electronic funds transfer into the account specified below and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. I recognize if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or that my payments may be erroneously transferred electronically.

This authorization will remain in effect until written notice to terminate is given. The undersigned must allow a reasonable amount of time for initiating or terminating Direct Deposit and is responsible for notification of change in financial institution information.

13. Authorized Signature	14. 2 nd Authorized Signature (if applicable)	15. Date
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PART 4: FINANCIAL INSTITUTION

16. Financial Institution Name		17. Financial Institution Phone Number	
18. Address	19. City	20. State	21. Zip Code
22. Routing Transit Number	23. Customer Account Number	24. Type of Account	
		Checking	Savings

BE SURE TO SEND A VOIDED CHECK!

For accommodations, such as braille, large print, or translation, please contact City of Mesa Housing and Community Development at (480) 644-3536, or AzRelay 7-1-1 for those who are deaf or hard of hearing.
 Si necesita información en español por favor de llamar al 480-644-3536.

