



Direct Deposit Agreement Form (Vendor)

Authorization Agreement

I authorize PHENIX CITY HOUSING AUTHORITY (PCHA) to a prenote and initiate automatic deposits to my account at the financial institution listed below.

Further, I agree not to hold PCHA responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until PCHA receives written notice of cancellation from my financial institution or me, or until I submit a new direct deposit form to the Finance Department.

(A prenote is a zero dollar test to validate your bank account information. The information is verified before a direct deposit can be processed. The bank requires this for every new bank account, not on file.)

Account Information

Vendor Name: _____

Name of Financial Institution: _____

Routing Number: _____

Checking

Savings

Account Number: _____

Signature

Authorized Signature (Primary): _____ Date: _____

Authorized Signature (Joint): _____ Date: _____

Please attach a voided check and return to PCHA.

FOR FINANCE USE ONLY

Vendor Number: _____

Prenote Date: _____

Date Direct Deposit Completed: _____