



# Phenix City Housing Authority

Accounts Payable  
 200 16<sup>th</sup> Street, P.O. Box 338  
 Phenix City, AL 36868-0338

New  Update

## Vendor Information

Vendor Name					
Address					
City		State		ZIP	
Accounting/ACH Contact Name			Phone		
Email Address for Remittance Advice (**required)					

I authorize PHENIX CITY HOUSING AUTHORITY (PCHA) to a prenote and initiate automatic deposits to my account at the financial institution listed below. (A prenote is a zero-dollar test to validate your bank account information. The bank requires this for every new bank account, not on file.)

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 submits a new direct deposit form to the Finance Department.

## Banking Information

	Checking	Savings
Name of Bank Account		
Bank Routing Number*		
Bank Account #		

\*Please provide the nine-digit bank routing number from a check. The routing number from a deposit slip is invalid. **Submit a copy of a voided check with this form.** Please provide at least thirty (30) days written notice if you change banks or accounts.

## Vendor Authorization

Authorize Name/Title (please print)	
Authorized Signature	
Date	

FOR FINANCE ONLY		
Date Prenote Completed	Date Received	Vendor Number