



**GARFIELD COUNTY HOUSING AUTHORITY**  
**1430 RAILROAD AVENUE, UNIT F**  
**RIFLE, CO 81650**  
**(970) 625-3589 or (888) 627-3589**  
**Fax (970) 625-0859 \* TTY (800) 659-2656**

**AUTHORIZATION AGREEMENT  
 FOR AUTOMATIC DEPOSITS (ACH CREDITS)**

I (WE) HEREBY AUTHORIZE Garfield County Housing Authority to initiate credit entries to our bank account indicated below and the Bank named below to credit the same to such account.

Payment Type **SECTION 8 PAYMENTS**

NAME \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

FINANCIAL INSTITUTION NAME \_\_\_\_\_

ADDRESS (Institution's) \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

FINANCIAL INSTITUTION'S  
 TRANSIT NUMBER \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

CHECKING \_\_\_\_\_ SAVINGS \_\_\_\_\_  
 (Please attach a voided check, not a deposit slip)

Email payment notifications to: \_\_\_\_\_

This agreement is to remain in full force and effective until the Garfield County Housing Authority has received written notification from the Payee of its termination in such time and manner to afford the Garfield County Housing authority and the Financial Institution a reasonable opportunity to act on it. It is the responsibility of the PAYEE to fill out a new agreement if the PAYEE changes financial institutions or accounts.

Date \_\_\_\_\_ Phone number \_\_\_\_\_

Authorized Signature \_\_\_\_\_



**Warning: Section 1001 of Title 18 of the United States Code, states that a person who knowingly and willingly makes false or fraudulent statements to any department or agency of the United States is guilty of a felony.**





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## **EFT AUTHORIZATION PROCEDURES (direct deposit)**

- 1) Fill out the form as follows:
  - a. **NAME** – your Name (As registered with IRS)
  - b. **SOCIAL SECURITY NUMBER** – YOUR social security number
  - c. **FINANCIAL INSTITUTION NAME** – Your bank’s name
  - d. **ADDRESS** – The address of your bank
  - e. **CITY, STATE, AND ZIP CODE** – for your bank’s location
  - f. **PHONE NUMBER** – The bank’s phone number
  - g. **FINANCIAL INSTITUTION TRANSIT NUMBER** – Located at the bottom of the check on the left hand side.
  - h. **ACCOUNT NUMBER** – Your bank account number is located at the bottom of the check on the right hand side following the transit number.
  - i. **Checking or Savings** – Place an “X” in the appropriate space
  - j. **E-Mail Address** – Provide an e-mail address where notifications can be sent.
  - k. **Sign and date the form.**
  - l. **Attach a voided check to the form** (NOT A DEPOSIT SLIP)
- 2) Once the documentation is returned for processing, it could take up to 30 days for the Garfield County Housing Authority and your financial institution to complete the process for direct deposits to begin.



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**Effective 01/01/2014 all landlord rent payments will be made through direct deposit OR the Landlord will be required to pick up HAP checks from our office on the SECOND business day of the month OR provide 12 self-addressed stamped envelopes for mailing. GCHA can no longer bear the expense of stop payment fees, you could be billed for this expense.**



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