Housing Authority of Thurston County
1206 12th Avenue SE, Olympia, WA 98501
Tel: 360-753-8292 Fax: 360-586-0038
www.hatc.org

Enrollment ☐ Change ☐

OWNER/PAYEE INFORMATION (Name & Tax ID # must match HATC records)					
NAME:					
ADDRESS:					
CITY:		STATE:		ZIP:	
TIN or last 4 digits of SSN that matches name above:					
Email Address:					

DIRECT DEPOSIT INFORMATION	
NAME ON BANK ACCOUNT:	
BANK NAME:	

EFT Direct Deposit Authorization Agreement

The Housing Authority uses the numbers on the bottom of your check to make the electronic funds transfer of your Housing Authority Payment (HAP) directly to your account. Please attach a **voided check** or **electronic funds transfer form** from your financial institution to this form. We will not accept a deposit slip or deposit ticket. Please check the appropriate account:

Type of Account: Checking _____ Savings _____

I authorize The Housing Authority of Thurston County to initiate credits to the financial institution listed on the attached check, copy of check, or electronic funds form from my financial institution.

I declare that I hold legal interest/ownership to the property(s) for which I am receiving payment. Additionally, I understand that incomplete information or failure to attach appropriate account information could delay the initiaition of your direct deposit.

_____ _____ _____
Owner/Authorized Agent Name Signature Date

*Please note that it will take 4 - 6 weeks to implement direct deposit for your account.

Tenant Name/Unit Address

Please list your tenant's name and their unit address to ensure the proper account is changed. If you have multiple tenants under one owner, only one name is required in order to process the change.

Tenant Name:

_____

Unit Address:

_____

_____

Landlord portal access will be required in order to view your payment detail. Please contact Melissa Walker at MelissaW@hatc.org to request your portal registration instructions.

This form can be returned via mail, fax, emailed to MelissaW@hatc.org, or dropped off at the HATC office. Please be aware that HATC does not use encrypted email or a secure email portal.