



Housing Authority of Thurston County
PO Box 1638, Olympia, WA 98507-1638
Tel: 360-752-8292 Fax: 360-251-0500
www.hatc.org

Direct Deposit Enrollment/Change Form

OWNER/AGENT INFORMATION ON FILE WITH HATC

Name on file with HATC:

Email Address:

Phone Number:

Tax ID Number or last 4 digits of Social Security Number on file with HATC:
(Required in order to process and it must match what is on file with HATC)

Check one of the following: I'd like to enroll in direct deposit to receive my Housing Assistance Payments
 I'd like to change the direct deposit information I have on file

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:

DIRECT DEPOSIT INFORMATION

Bank Name:

Bank Account Holder Name:

Type of Account: Checking Savings

Attach a **voided check** or **account confirmation form** from your bank. **We will not accept a deposit slip, deposit ticket, or hand written account numbers.**

EFT DIRECT DEPOSIT AUTHORIZATION

I authorize The Housing Authority of Thurston County to initiate credits to the financial institution listed on the attached check, copy of check, or bank 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 initiation of your direct deposit.

Owner/Authorized Agent Name

Signature

Date

This form can be returned via mail, fax, email, or dropped off at the HATC office. Please be aware that HATC does not use encrypted email or a secure email portal. It may take 2-4 weeks to implement the enrollment/change for direct deposit.

If you have not already done so, please register on the landlord portal. Email StephanieH@hatc.org to receive the portal registration instructions and PIN.