

CHATTANOOGA HOUSING AUTHORITY

Direct Deposit Form

Form Type:

☐ New Set-up ☐ Update Info

Payee Information:

Name of entity/individual.

Business name, if different from above.

Taxpayer
Identification
Number (TIN)

$$\square\square\square - \square\square - \square\square\square\square$$

Social Security Number

or

$$\square\square - \square\square\square\square\square\square\square$$

Employer Identification Number

Contact Information:

Phone:	Email(s): <i>Please provide at least two.</i>	
Address:	City:	
	State:	Zip:

Direct Deposit Setup Information:

Account type: ☐ Checking OR ☐ Savings			
Bank Name:		ABA Routing # (9 digits) 	Account #:
Signature:		Name:	Date:

PLEASE PROVIDE A VOIDED CHECK, DEPOSIT SLIP, OR BANK LETTER THAT MATCHES THE ABOVE BANK ACCOUNT.

I hereby authorize the Chattanooga Housing Authority (CHA), to initiate credit entries to my account indicated below and the depository named above. The authority granted herein shall continue to be in full force and effect until CHA receives written notice of its termination, provided such notice is given in a timely and reasonable manner to allow CHA and the DEPOSITORY to act on it. ***Additionally, for any changes to direct deposits, we will also contact you using the phone number provided on the form as an additional confirmation.*** Please note that changes to direct deposits may take up to two check runs, which is approximately one month.

Return to:

Chattanooga Housing Authority 801 North Holtzclaw Ave. Chattanooga, TN 37404	
Procurement procurement@chahousing.org fax: (423) 752-4878	Housing Choice Voucher Program HCVPContact@chahousing.org fax: (423) 752-4833