

DIRECT DEPOSIT AUTHORIZATION

Please complete and return this form to:

Belmont Housing Resources for WNY

Accounting Department

2393 Main Street

Buffalo, NY 14214

(716) 884-8026 –fax

PART 1: Transaction Type

<input type="checkbox"/> New Setup <input type="checkbox"/> Cancellation (Leave Part 4 Blank)	<input type="checkbox"/> Change financial institution <input type="checkbox"/> Change account number <input type="checkbox"/> Change account type
--	---

PART 2: Payee Identification

Tax ID (Social Security Number or Employer Identification Number)	Work Phone Number	Home Phone Number	
Name	E-mail Address		
Address	City	State	Zip Code

PART 3: Authorization for Setup, Changes or Cancellation

I hereby request and authorize Belmont Housing Resources for WNY to deposit payments by electronic funds transfer into the account specified below and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or that my payments may be erroneously transferred electronically.

This authorization will remain in effect until written notice to terminate is given. The undersigned must allow a reasonable amount of time for initiating or terminating Direct Deposit and is responsible for notification of any change in financial institution information.

Authorized Signature	Printed Name	Date
----------------------	--------------	------

PART 4: Required Documentation

Checking Account Only

Attach Voided Check *Required*

(If faxing, please fax voided check for checking account on a separate sheet)

Savings Account Only – Please Complete Below

(If necessary, contact your financial institution for this information)

Financial Institution Name	City	State	Zip Code
Routing Transit Number <input style="width: 100%;" type="text"/>	Customer Account Number <input style="width: 100%;" type="text"/>		Type of Account
Representative Name (please print)		Title	
Representative Signature		<input type="checkbox"/> Consumer Savings <input type="checkbox"/> Corporate Savings <input type="checkbox"/> Consumer Checking <input type="checkbox"/> Corporate Checking	