



**DIRECT DEPOSIT REQUEST FORM**  
(Housing Choice Voucher/Section 8 Program Only)

You must participate in direct deposit, please note the following:

- You **must** have a checking or savings account.
- Direct deposit will only be made to **one** bank account.
- The entire amount of the housing assistance payment (HAP) will be deposited. No partial deposits will be made.
- Monies will generally be deposited on GGHA's 3<sup>rd</sup> business day of the month, no later than by the 5<sup>th</sup> business day.
- Any changes to your account information must be submitted in writing along with a new direct deposit request form.

Landlord/Owner/Tenant Information:

Name of Landlord / Business / Tenant: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contract Name (if different from above): \_\_\_\_\_

Name of Head of Household on Assisted Voucher: \_\_\_\_\_

Assisted Unit Address: \_\_\_\_\_

\*\*\*Note: If you have multiple addresses and/or tenants please attach a list.\*\*\*

Bank name: \_\_\_\_\_

Please indicate the account type to which you want your payment deposited.

(Check only ONE):  Checking  Savings

Routing number: \_\_\_\_\_ Account number: \_\_\_\_\_

Email Address (for direct deposit notices): \_\_\_\_\_

The following information must be attached to this request form:

A voided check or another valid bank document, which bears the name and address of the landlord, routing number and account number magnetically encoded on the form.

Starter checks and deposit slips are unacceptable.

Return this form to:

Greater Gadsden Housing Authority  
Attention: Section 8 Department  
P.O. Box 1219  
Gadsden, AL 35902