

# Sign up for Electronic Rent Payments today - It's Easy!

Simply fill out the authorization form below and return the completed form along with a voided check, for a checking account authorization or a deposit slip, for a savings account authorization, to your property manager.

After you sign up, continue mailing your payment until "Direct Debit - send NO money" notice appears on your monthly statement.

If you choose to change your payment method after using Automatic Payment, contact your property manager or go to our web site [www.lebanoncountyhousing.com](http://www.lebanoncountyhousing.com), click on the Document Library link and download a Discontinuation of Automatic Payment form. Complete that form and return it to the Authority.

## Authorization for Electronic Rent Payment

I/we authorize Lebanon County Housing Authority to deduct the monthly amount due for my/our rental account.

Check One:

Checking Account Number: \_\_\_\_\_

Savings Account Number: \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_

The authorization is to remain in full force and effect until the Lebanon County Housing Authority has received written notification from me/us of my/our termination in such time and manner as to afford the Housing Authority a reasonable amount of time to act on the written notification. I/We will pay a fee, as outlined in the Lease Agreement, for any returned draft on which payment has been refused by my/our bank for my/our rental account.

Print Your Name: \_\_\_\_\_

Your Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Circle the date when you want your rent to be deducted from you account each month:  
1<sup>st</sup>      5<sup>th</sup>      10<sup>th</sup>      15<sup>th</sup>      25<sup>th</sup>

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct debit can be a convenient way to pay your rent by having it automatically deducted from your bank account each month on a specified date. We offer your choice of having your rent amount debited from your account on either the 1<sup>st</sup>, 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, or 25<sup>th</sup> of every month. Direct debit customers have the added benefit of not being charged a late fee even if they select a debit date after the fifth of the month. If you are interested in switching to direct debit as an easier way to pay your rent or getting more information about this option, please contact your property manager.

The Housing Authority encourages all our direct debit customers to be sure they have selected a date which will **consistently** work for you, as this amount is **automatically** taken from your account every month on that date. Partial payments **cannot** be accepted for direct debits. If you cannot pay the full monthly charges due on your selected date, you must inform your project manager five (5) days prior to the direct debit date and pay with a money order or check along with the \$5 late fee before the end of the month. Additionally, if the direct debit is returned due to insufficient funds, there is a \$15 fee plus you will be charged the standard \$5 late fee.

Please note that, **effective July 1, 2010, any changes to your direct debit arrangements will require 15 days notice before they take effect.**

El débito directo puede ser una forma conveniente para pagar su renta a través de una deducción automática de su cuenta bancaria cada mes en una fecha especificada. Nosotros le ofrecemos la oportunidad de tener la cantidad de su renta debitada (sacada) de su cuenta bancaria en cualquiera de los días 1, 5, 10, 15 o 25 de cada mes. Los clientes de débito directo tienen la ventaja adicional de que no se les impone un cargo por pagar tarde aunque escojan una fecha de débito después del día 5 de cada mes. Si a usted le interesa cambiar a débito directo como una forma más fácil para pagar su renta, o para obtener más información sobre esta opción, favor de contactarse con su gerente de su propiedad.

La Autoridad de Vivienda anima a todos nuestros clientes de débito directo a que estén seguros que hayan seleccionado una fecha la cual les será conveniente **consistentemente**, ya que esa cantidad (su mensualidad de renta) será deducida de su cuenta **automáticamente** todos los meses en la fecha escogida. **No** se aceptarán pagos parciales con el débito directo. Si usted no puede pagar su mensualidad completa en la fecha del débito directo que usted escogió, tiene que notificar a su gerente de propiedad con cinco (5) días de anticipación y pagar su mensualidad con un giro postal o cheque junto con \$5 de cargo por pagar tarde antes del fin del mes. Adicionalmente, si su débito directo es devuelto debido a falta de fondos, hay un cargo de \$15 más se le cobrará el cargo estándar de \$5 por pagar tarde.

Favor de notar que, **efectivo junio 1, 2010, cualquier cambio a su arreglo de débito directo requiere un aviso de 15 días de antelación antes de tomar efecto.**