

Discontinuation of Electronic Rent Payment

To discontinue participation in the Automatic Payment program fill out the authorization form below and return the completed form to:

Lebanon County Housing Authority
Attn: Statement Processing
P.O. Box 420
Lebanon, PA 17042

After you return this form payments will continue to be deducted automatically from your bank account until the notice "Direct Debit - send NO money" no longer appears on your monthly statement.

If in the future you choose to again enroll in the Automatic Payment Plan, contact your management office or go to our web site www.lebanoncountyhousing.com, click on the Document Library link and download an Automatic Payment Enrollment form. Complete that form and return it to the Authority.

Authorization to Discontinue Automatic Payment

I/we authorize Lebanon County Housing Authority to discontinue my/our participation in the Automatic Payment Plan for my/our rental account.

Once participation in the Automatic Payment Plan is discontinued I/We understand that we must submit the required monthly payment as listed on the monthly statement by the due date noted on the statement. Failure to submit full payment by the due date will be a violation of the Lease Agreement and may result in termination of the Lease.

I/We agree to afford the Housing Authority a reasonable amount of time to act on this 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 until the Housing Authority has had a reasonable time to discontinue my participation in the Automatic Payment Plan.

Print Your Name: _____

Your Street Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Your Signature: _____ Date: _____