

<p><b>Use this form to:</b> Start or stop direct deposit of your Section 8 payments into your checking or savings account.</p> <p><b>Submit this form to:</b> Lebanon County Housing Authority P.O. Box 420, Lebanon, PA 17042</p>		<p><b>Lebanon County Housing Authority Section 8 Program Direct Deposit Form</b></p>
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Last Name or Business Name	First Name	Social Security or EIN #

Address	Telephone	Email

Type Of Action (check one)	Effective Date
Start Direct Deposit <input type="checkbox"/> Change Bank or <input type="checkbox"/> Stop Direct Deposit <input type="checkbox"/> Account Number <input type="checkbox"/>	<input type="checkbox"/> As Soon As Possible, Or <input type="checkbox"/> A Future Date Of: _____

Bank Routing Number (for example 031301422)	Bank Name	Account Number	Type of Account (checking or savings)

**Please read these important notes and sign below:**

1. This action may take up to four weeks to take effect. Once direct deposit has started, you will need to notify the Authority if you plan to close or move your bank account.
2. All of your Section payments will be deposited to the account you listed above. The Authority does not have the ability to split your monthly payment between direct deposit and paper checks.
3. If you have multiple tenants receiving Section 8 assistance and select direct deposit you will not receive a printed list showing the payment breakdown for each tenant. However, you can access detailed payment information on the Authority's web site.
4. If you supply an email address the Authority will notify you by email when payment is transferred to your account.
5. We suggest you keep a copy of this completed form for your records.

**I have read these notes and authorize the Lebanon County Housing Authority to start or stop direct deposit of my Section 8 rental assistance payments. I authorize the Lebanon County Housing Authority to initiate credit entries to my account, or debits if any overpayment were to occur.**

\_\_\_\_\_

Signature Date

**STAPLE A VOID CHECK FROM YOUR ACCOUNT HERE**

Note: We cannot take action without your signature on this form. If you have any doubt about your bank routing number or your account number please attach a voided check or void deposit slip. If you have any questions about this form please contact the Section 8 Department at 717-273-1639 or email [section8@lebanoncountyhousing.com](mailto:section8@lebanoncountyhousing.com).