



As part of our continuing effort to streamline business processes, the St. Petersburg Housing Authority (SPHA) is converting monthly Housing Assistance Payments (HAP) to Direct Deposit effective April 1, 2012. This conversion will allow for the HAP to be deposited directly into your bank account. This means no more waiting for the check to come in the mail, no lost checks and no unnecessary trips to the bank. You can log into the HMS -Pal website [www.pal.hmsforweb.com](http://www.pal.hmsforweb.com) for an itemization of the amount the SPHA paid for each of your Section 8 HAP contracts. Paper checks will be processed for HAP until the property owner/manager or public housing agency, herein referred to as the "Payee," establishes a Direct Deposit account and the account is tested to ensure accuracy of deposit. In the event that the payee chooses not to convert to Direct Deposit, the SPHA will continue to issue checks only until the current contract end date, at which time the tenant will be relocated.

### DIRECT DEPOSIT AUTHORIZATION FORM (ACH CREDITS)

I (We) hereinafter called "Payee," hereby authorizes the St. Petersburg Housing Authority, hereinafter called "SPHA," to initiate credit entries to my account indicated as the financial institution named below, herein after called "Depository," to credit the same to such account. If the SSN/TIN do not match SPHA records, your Direct Deposit registration will not be processed.

#### AGENT POLICY

If payments are made to an Agent, the IRS 1099 statements will be mailed in the name of the Agent.

I (We) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. Law.

Legal Owner: \_\_\_\_\_ Agent: \_\_\_\_\_

SSN/Taxpayer ID No.: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
(Must match SSN/TIN on Check Payment Form)

DEPOSITORY/BANK: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

ROUTING NUMBER: \_\_\_\_\_

\_\_\_ Checking

\_\_\_ Savings

This authorization is to remain in full force and effect until SPHA has received written notification of its termination in such time and in such manner as to afford the SPHA and Depository a reasonable opportunity to act on it. I also agree to notify SPHA of any changes to my bank account information.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### MAILING INSTRUCTIONS

**For Checking Accounts:** ATTACH AN ORIGINAL BLANK CHECK (Not a Deposit Slip) MARKED "VOID NON-NEGOTIABLE."

**For Savings Accounts:** ATTACH A SAVINGS WITHDRAWAL/DEPOSIT SLIP THAT INCLUDES YOUR NAME AND ACCOUNT NUMBER INFORMATION.

**Please mail this Authorization form along with your VOIDED Check/Savings Deposit slip to:  
2001 GANDY BLVD. N., ST. PETERSBURG, FL 33702.**

2001 Gandy Blvd N, St. Petersburg, FL 33702  
(727) 323-3171 • TDD: 1 (800) 955-8770 • TTY: 1 (800) 955-8771



## TERMS AND CONDITIONS FOR DIRECT DEPOSIT PARTICIPATION

### Please Read This Carefully

The tax identification and bank account information will remain confidential to the extent provided by law and are needed to make Direct Deposit payments. Failure to provide the requested information will affect the processing of this form and will likely prevent the receipt of payments through Direct Deposit. This form authorizes the St. Petersburg Housing Authority to initiate credit and if necessary, debit entries and adjustments for any credit entries in error to the account indicated at the Depository Financial Institution named and to credit or debit the same from such account. This authority will remain in effect until cancelled in writing. Further, the origination of Automated Clearing House (ACH) transactions to the account must comply with the provisions of state and federal law and regulations.

### Information Found on Checks

Most of the information needed to complete the Direct Deposit Authorization Form is printed on your checks. Be sure that the payee's name is written exactly as it appears on the check and that the current address is shown.

### Cancellation

This authorization remains in effect until cancelled by the payee through written notice to the St. Petersburg Housing Authority Compliance Department – 2001 Gandy Blvd N, St. Petersburg, FL 33702. Upon cancellation by the payee, the payee should also notify the receiving financial institution that the authorization has been cancelled. The St. Petersburg Housing Authority expressly reserves the right to discontinue Direct Deposit at any time. This authorization may be cancelled by the financial institution by providing the payee a written notice 30 days in advance of the cancellation date. However, a cancellation by the financial institution for reason of fraud shall be effective immediately. The payee must immediately advise the St. Petersburg Housing Authority if the authorization is cancelled by the financial institution. Violation of these terms and conditions may cause termination of participation in Direct Deposit.

### Financial Institution Information and Certification

Provide the exact format of the payee's account number and account title as it appears in the records of the financial institution. If the financial institution acts as an agent for the payee and the accounts are not checking or savings accounts, the payee and the financial institution should provide explicit written instructions (unique prefix, alpha character, etc.) as an attachment to the authorization form. The Bank Representative may make corrections on the authorization form, in ink, and then sign the form attesting to the accuracy of the information.

### Changing Receiving Financial Institutions

The payee's Direct Deposit authorization will remain in effect until withdrawn in writing with sufficient notice to the St. Petersburg Housing Authority to allow adequate time to effect termination. The payee may change the financial institution receiving the Direct Deposit. To effect this change, notification of the change must be made in writing to the St. Petersburg Housing Authority – Compliance Department by the payee, or an authorized representative. Changes to the account information will cause the original authorization to be immediately inactivated. A new Direct Deposit Authorization form must be completed with the new information and verified by the new financial institution. It is recommended that the payee maintain the previously authorized account until the transition is complete, i.e., after the payee verifies receipt of the Direct Deposit payment in accordance with the new authorization instructions.

### False Statements or Fraudulent Claims

Anyone who misrepresents or falsifies essential information to receive payment may upon conviction be subject to fine and imprisonment under the applicable Federal and State laws. Federal law provides a fine or imprisonment for not more than five (5) years or both for presenting a false statement or making a fraudulent claim.

### One Cent Pre-Notification

The St. Petersburg Housing Authority will initiate a one cent pre-notification to your financial institution prior to making payments based on the authorization. The pre-notification is a transaction to your financial institution for the purpose of verifying the accuracy of the account and transit routing numbers provided and entered into our system. We will also send an e-mail confirming that the pre-notification has been sent. Once the one cent pre-notification is deposited into the account designated on this form, please respond to the e-mail confirming that it has arrived. Vendor payments will not commence until the confirming e-mail has been received by the St. Petersburg Housing Authority. If a correction is returned to us by your financial institution, the process will be repeated.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_