

# MARIN HOUSING AUTHORITY

4020 CIVIC CENTER DRIVE,  
SAN RAFAEL, CA 94903



## NEW **VOLUNTARY** RENT PAYMENT METHOD for Public Housing Tenants only

### IMPORTANT INFORMATION Please return Authorization Agreement form

Enrollment is EASY!

1. Complete the Authorization Agreement for Automatic Clearing House (“ACH”) Debit Transfer form on the back of this letter. Enter all necessary information on the Authorization form. Please do not omit any information.
2. Attach an original voided check (deposit slips or temporary checks are **not** acceptable) for the checking account from which you would like the Housing Authority to withdraw the funds; you may write “VOID” across the front of the check and blacken the signature portion of your check.
3. Please return the completed form, together with your voided check, to the Marin Housing Authority- 4020 Civic Center Drive, San Rafael, CA 94903. ATTN: Finance – ACH Debit Transfer. If you have any questions, please call **Anka Bayar (415)-491-2557**
4. We will not sign up tenants who have outstanding unpaid balance for rent which includes rent and retroactive rent balances. Also, we will not process ACH debit transfers for any tenants who have pending termination notices or evictions.

Account name must be visible.

John Doe Mary Doe 777 Pearl Avenue Anytown, USA	90-7162/3222 3232323232	Check No. XXXX
Pay to the Order of _____	Date _____	\$ <input type="text"/>
Bank of Success 222 Diamond Street Anytown, USA	[Redacted Signature]	
:123456789:	3232323232	
Routing Number	Account Number	

5. To expedite the processing of your application, please complete all requests for information on the form. Any information omitted will delay the processing of your application.

Please allow **40 to 60** days for your first Automatic Bank Deposit application to be processed.

### **For assistance in completing this, please contact**

GGV/ Kruger Pines – **Cynthia Green** 415-446-7053  
Casa Nova/ Homestead Terrace-**Gayle Suits** – 415-491-2581  
Venetia Oaks/Golden Hinde-**Kathleen O’Keefe** – 415-446-7661

**AUTHORIZATION AGREEMENT FOR ACH DEBIT TRANSFER**



I hereby authorize the Housing Authority of the County of Marin ("MHA") to initiate debt entries to my Checking Account/Savings Account indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and to debt the same from such account in the amount indicated on the monthly rent statement.

MHA is authorized to debit my account for the amount of my monthly balance due including rent and other charges for my residential property until MHA receives a written letter signed by me at least fifteen (15) days prior to the effective cancellation date. MHA can cancel this Agreement at its sole discretion or if two or more bank returns are received in six (6) months. Any return for insufficient funds, or closed or none-existent account will be assessed a service charge pursuant to your lease with MHA. The withdrawal will be made on the fifth (5<sup>th</sup>) day of each month. If the fifth (5<sup>th</sup>) day is a Saturday, Sunday, or holiday the withdrawal will be made on the next business day. I represent that the undersigned is a signer authorized to initiate this debit transfer from the account designated below.

**Action:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New	Change	Cancel

**Tenant Information:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

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

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

**Financial Institution Information:**

Bank Name:	_____
Account Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Account Number:	_____
Bank Routing Number:	_____

The Information Practices Act of 1977 (Civil Code Section 1798.17) and the Federal Practices Act (Public Law 93-579) require that this notice be provided when collecting personal information from individuals. Information requested on this form is used by the MHA Public Housing Program for the purposes of identification and enrollment processing. Failure to provide the mandatory information may result in the enrollment action not being processed or processed incorrectly.