

West Valley City Housing Authority
Direct Deposit Form

Dear Landlord:

Please complete this form and return the requested documents. The following items must be met to be enrolled in direct deposit:

- You must have a checking account.
- Direct deposits will only be made to one bank account.
- The entire amount of the Housing Assistance Payment will be deposited.
- Any changes to your account information must be submitted in writing along with a new direct deposit request form.

Please clearly complete the information below.

_____ Initial enrollment _____ Information on file _____ Change to Information on file

I hereby authorize the West Valley City Housing Authority (WVCHA) to initiate credit entries.

Landlord/Owner Information

Owner Name and Business Name

Landlord/Owner SS # or Tax ID #

Contact Name (if different from above)

Phone Number

Assisted Unit Address(es) (use back if needed)

Tenant(s) Name (use back if needed)

Banking Information

Financial Institution Name

Name as listed on Account

Routing Number

Account Number

This authority is to remain in full force and in effect until WVCHA receives written notification of its termination.

Signature

Date

***The following information MUST be attached to this request form:**

A voided check or valid bank document which bears the landlord's name, address, routing number, and account number.

Return this form and the requested items to:

West Valley City Housing Authority
4522 West 3500 South
West Valley City, Utah 84120
Fax – 801-963-3518
Email – wvcha@wvc-ut.gov