



*Strengthening Homes, Communities and Lives*

289 Fair Street, Kingston, New York 12401

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[www.rupco.org](http://www.rupco.org)



### DIRECT DEPOSIT AUTHORIZATION

Please complete and return this form with a **voided check** to:

**RUPCO**

**Housing Choice Voucher Program**

**289 Fair Street**

**Kingston, NY 12401**

Please make sure that all information on this form is legible.

#### Part 1: Transaction Type

New Setup  Cancellation (Leave Part 4 Blank)  Change Account Type  Change Financial Institution  Change Account Number

#### Part 2: Payee Identification

<b>Owner/Company Tax ID</b> (Social Security No. or Employer Identification No.)		<b>Primary Phone Number</b>	
<b>Fax Number</b>		<b>Secondary Phone Number</b>	
<b>Name of Payee</b>			
<b>Contact name</b>			
<b>Street Address</b>			
<b>Payee Email</b>		<input type="checkbox"/> Owner <input type="checkbox"/> Property Manager/Agent	

#### Part 3: Authorization for Setup, Changes, or Cancellation

I hereby request and authorize RUPCO to deposit payments by electronic funds transfer into the account specified below, and if necessary, debit entries and adjustments for any amounts deposited electronically in error. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or my payments may be erroneously transferred electronically.

This authorization will remain in effect until written notice to terminate is received. The undersigned must allow reasonable amount of time for initiating or terminating direct deposit and is responsible for notification of any change in financial institution information.

<b>Authorized Signature</b>	<b>Title</b>	<b>Date</b>

#### Part 4: Required Information

<b>Financial Institution</b>		<input type="checkbox"/> Individual/Consumer <input type="checkbox"/> Commercial (Corporation/Partnership/etc.)
<b>Account Name</b>		<input type="checkbox"/> Checking <input type="checkbox"/> Savings
<b>Bank Routing Number</b>		
<b>Account Number</b>		

Payment remittances can be viewed at: <https://www1.dhcr.state.ny.us/Section8Payments/default.aspx>