

Option 2 - Automatic Payments

Signing Up is Easy: Complete the enclosed ACH AUTHORIZATION form and return it to your Management Office.

Frequently Asked Questions:

- **When Will The Bank Withdraw My Rent Payment?** Your bank account will be debited on the third (3rd) calendar day of the month. If that day falls on a weekend or holiday, it will be debited on the next business day.
- **How Will I Know How Much Will be Taken From My Account?** You will continue to receive your monthly rent statement. The total rent due on that statement is the amount that will be withdrawn from your bank account.
- **How Will I Know My Rent Has Been Paid?** Each payment will be clearly identified on your monthly checking/savings account statement from your bank, or credit union. Additionally, each new rent statement will reflect rent payments received.
- **What if I Want to Cancel?** You may cancel the Automatic Payment process by providing your management office with a written request to cancel. Cancellation request must be submitted by the 10th of the month to afford HACoLA and the Depository sufficient time to act.
- **What if There Are Not Sufficient Funds In My Bank Account?** Your bank and HACoLA will charge fees as is currently the practice with any returned checks.
- **Will Lockbox Still Be Available?** By signing up for automatic payments, your account will be debited every month until you cancel. Lockbox services will not be eliminated. If you decide to cancel automatic payments you may choose to go back to lockbox or you may choose to make web based online payments described below.

Have Other Questions?

Please contact your Management Office

ACH AUTHORIZATION

Authorization Agreement for Direct Payments (ACH DEBITS)
Housing Authority of the County of Los Angeles

Tenant ID _____

Name _____

Address _____

E-mail address (optional) _____

Check One: New Enrollment Change to an Existing Enrollment

I authorize the **Housing Authority of the County of Los Angeles**, hereafter called **HACoLA**, to initiate debit entries to my Checking Account/Savings Account indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and to debit the same from such account in the amount indicated on the monthly rent statement, for the rent portion only, on the due date as indicated on the statement (if due date falls on a non-business day, debit will occur on the following business day).

Depository Name _____

Bank Routing Number* _____

Account Number _____

- Checking Account: **(Please attach a VOIDED check)**
- Savings Account: **(* Please contact your financial institution to obtain the 9 digit ACH routing number)**

This authorization is to remain in full force and effect until HACoLA has received written notification from me of termination in such time and in such manner as to afford HACoLA and the DEPOSITORY sufficient time to act.

Return Completed Form to your Management Office. Forms submitted to the Management office by the 15th calendar day of the month will be processed and in effect by the 3rd of the following month.

Signature _____

Date _____

Anyone submitting fraudulent information is subject to fine or imprisonment, per Title 18 U.S.C. 1001

**HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES
Cancellation Request for Automatic Debits**

(ACH-Auto Debits)

IMPORTANT INSTRUCTIONS

Complete and sign the ACH cancellation form AND return to your Management Office no later than the 15th day of the month. Cancellation request will be processed and in effect the following month.

While receiving housing assistance, the tenant rent payment is due and payable to the Housing Authority of the County of Los Angeles (HACoLA) on the first day of the month. If the first day falls on the weekend or holiday, the rent is due and payable on the first business day thereafter.

Payments must be mailed to:

Housing Authority of the County of Los Angeles
File 57475
Los Angeles, CA 90074-775

By signing below, I hereby authorize the Housing Authority of the County of Los Angeles to terminate the ACH- auto debit entries.

Tenant ID (Example t0000001) _____

Tenant Name _____

Assisted Unit Address _____

E-mail Address (optional) _____

Bank Account Information

Depository Name _____

Bank Routing Number _____

Bank Account Number _____

Signature _____

Date _____

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