

# DIRECT DEPOSIT REQUEST FORM

(Housing Choice Voucher/Section 8 Program Only)

Direct Deposit is **MANDATORY** for all owners/landlords that desire to participate in the RHA Section 8 program.

**Please note the following:**

- You **must** have a checking or savings account.
- Direct deposit will only be made to **one** bank account.
- The entire amount of the housing assistance payment (HAP) will be deposited. No partial deposits will be made.
- Monies will be deposited on RHA's **second business day** of the month.
- **Any changes** to your account information must be submitted **in writing** along with a new direct deposit request form.

## LANDLORD/OWNER INFORMATION

OWNER ADDRESS: \_\_\_\_\_

\*OWNER EMAIL: \_\_\_\_\_

OWNER TELEPHONE NUMBER: \_\_\_\_\_

**\* A VALID email address is REQUIRED for program participation. To ensure delivery of email correspondence regarding your deposit from RHA, please add [section8@rhaonline.com](mailto:section8@rhaonline.com) to your contact list.**

RACIAL/ETHNICITY CODE (PLEASE CIRCLE **ONE**) (FOR HUD REPORTING PURPOSES ONLY)

1-WHITE AMERICAN	2-BLACK AMERICAN	3-NATIVE AMERICAN
4-HISPANIC AMERICAN	5-ASIAN/PACIFIC AMERICAN	6-HASIDIC JEWS
7-OTHER		

ASSISTED UNIT (Please list only **ONE** unit) \_\_\_\_\_ TENANT \_\_\_\_\_

### Are you a previous or current direct deposit participant?

(Check **ONE** only) \_\_\_\_\_ NO \_\_\_\_\_ YES (Account # \_\_\_\_\_)

\*\*\*NOTE: Any prior account information will be replaced by the new information.

### Please indicate the account type to which you want your payment deposited.

(Check **ONE** only) Checking \_\_\_\_\_ Savings \_\_\_\_\_

OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### The following information must be attached to this request form:

- A voided check or another valid bank document, which bears the **name and address** of the landlord, routing number and account number magnetically encoded on the form.
- **Please note the following:**
  - The name and address **MUST MATCH** the current information on the Section 8 system.
  - Starter checks and deposit slips are **unacceptable**.

**Return this form and the requested items to:** Raleigh Housing Authority  
Attention: Section 8 Direct Deposit  
900 Haynes Street  
Raleigh, NC 27604

If you have any questions or concerns, please refer to the RHA website at [www.rhaonline.com](http://www.rhaonline.com) and follow the Section 8 Direct Deposit link or contact the Section 8 department at (919) 508-1105.

### RHA Office Use ONLY

Date Received \_\_\_\_\_ Effective Date \_\_\_\_\_  
Landlord/Owner # \_\_\_\_\_ RHA Staff Initials \_\_\_\_\_