

# DIRECT DEPOSIT REQUEST FORM

(Housing Choice Voucher/Section 8 Program Only)

**If you wish to participate in direct deposit, 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 Name or Business Name (Please Print)

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Contact Name (if different from above)

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

\_\_\_\_\_  
Assisted Unit Address

\_\_\_\_\_  
Tenant Name

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

\_\_\_\_\_ NO      \_\_\_\_\_ YES (account # \_\_\_\_\_)

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

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

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

**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.  
**Starter checks and deposit slips are unacceptable.**
- A copy of your most recent HAP check stub.

Return this form and the requested items to:

**Raleigh Housing Authority  
Attention: Section 8 Direct Deposit  
PO Box 28007  
Raleigh, NC 27611**

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 \_\_\_\_\_