



July 15, 2021

Greetings:

The Housing Authority is excited to announce that we will begin implementing the process of converting from paper checks to direct deposits. This is our preferred method of making payments, and it's completely free to you.

By converting from paper checks to direct deposits we will be able to maximize housing assistance funds available to our clients, use less paper, reduce environmental waste, and help us become more efficient. At SBPHR, we are always looking for ways to expedite and simplify our functions in order to better serve both landlords and clients.

Direct deposit is an [electronic funds transfer](#) (EFT) that deposits a vendor's rental payments directly into the financial institution of your choice.

The benefits of receiving direct deposits:

- Direct deposit is faster, easier, and more convenient than checks.
- Eliminates the risk of checks being lost, stolen, late or damaged.
- Gives you quick access to your funds with no holds or processing delays.
- Eliminates trips to the bank and long lines—no more dashes to the bank during the lunch break etc.
- Saves money—the cost of direct fund transfers is less than the cost of printing and mailing checks, and paying staff to process payment checks and maintain accounting.
- Avoids potential problems with getting paper checks printed on time for payment & it will enhance our vendor's satisfaction.

Receiving paper checks may not allow you to be able to cash them on holidays and weekends. Depending on when you receive a paper check, you may have to wait until the next banking day to cash the check. Most banks close early on the weekends and are closed on federal holidays.

**Direct deposit is a safe and confidential option**, implementing direct deposit is the best alternative.

We will also be able to allow you access to all invoice details online in your free account for quick and anywhere access. Don't worry your account information will be secured and protected.

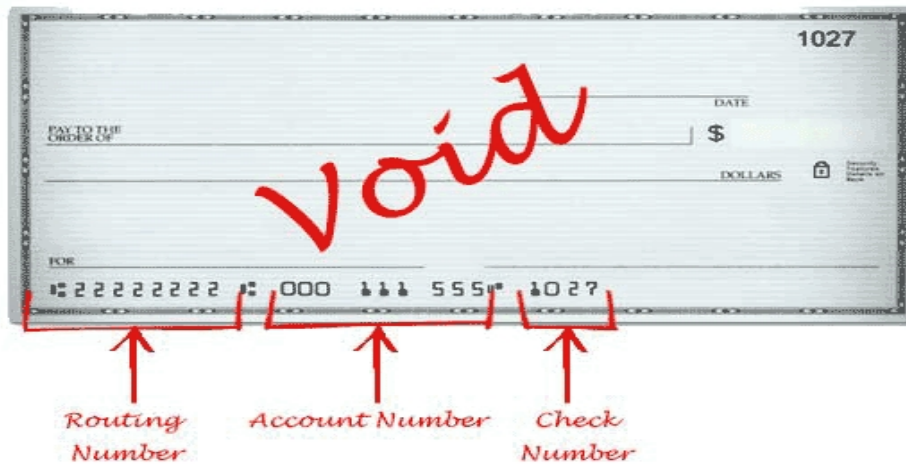
If you have any questions, please send an email to [estevens@sbsp.net](mailto:estevens@sbsp.net) or feel free to call the office at 504.278.4468.

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**REMEMBER YOU MUST SUBMIT A VOIDED CHECK WITH THIS FORM**

## Important Information to Enroll in Direct Deposit

1. Complete the Direct Deposit Authorization form. Enter all necessary information on the Authorization form (all owners and authorized signatories must sign). Please do not omit any information. Please reference your most recent check stub for your Vendor Number.
2. Attach an original voided check (photo copy, deposit slips or temporary checks are not acceptable) for the checking account into which you would like the Housing Authority to deposit the funds; you may write "VOID" across the front of the check and blacken the signature portion of the check. If you are having the funds deposited into a savings account, you will need to obtain the correct "Routing Number" from your bank, along with the savings account number, and submit both with the enclosed Authorization form.



3. Return the completed authorization form, voided check to:

**St. Bernard Parish Government  
Housing & Redevelopment Agency  
8201 West Judge Perez Drive  
Chalmette, Louisiana 70043**

You may e-mail forms to: [directdeposit@sbsp.net](mailto:directdeposit@sbsp.net)

Or fax forms to: 504.266.3641

**Any information omitted on the authorization form will delay processing. Email address and telephone numbers are required.**

You can also complete the form on our website under owner portal, your log-in will be your e-mail address and your password will be your vendor number. Login to our website [www.sbsp.net](http://www.sbsp.net), select vendor portal, and direct deposit enrollment. This document is fillable; once you complete the form you will be able to upload it to us with a copy of the voided check.

**Part 1: Authorization Agreement for Set Up, Changes or Cancellation**

I (we) hereby request and authorize the St. Bernard Parish Housing & Redevelopment, Housing Choice Voucher Program to deposit the Housing Assistance Payment (HAP) by electronic funds transfer into the account specified below. I (we) also authorize the Housing Authority to make withdrawals from this account in the event that a credit entry is made in error.

Furthermore, I (we) agree not to hold the Housing Authority responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my accounts. I understand that any unforeseen delay in computer downtime, power outages or other unavoidable occurrences might affect the date of deposit of funds to my account, and hereby waive any liability due to such delay. Further, I certify that the dwelling unit is in decent, safe and sanitary condition; the contracting family resides in the unit and is expected to be there for the entire month and the deposited amounts is in accordance with the provisions of the HAP contract.

This authorization will remain in effect until written notice to terminate direct deposit is received by the Housing Authority. I (we) understand 60 days must be allowed for initiating or terminating the Direct Deposit Agreement. Notification of any change in financial institution is the responsibility of the undersigned.

<b>Authorized Signature (Required)</b>	<b>Printed Name (Required)</b>	<b>Date (Required)</b>
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**Part 2: Transaction Type**

Owner Tax ID (Social Security Number or Employment Identification Number, Required)	Vendor Number (Located on Current Check Stub)
New Set Up	Change Financial Institution                      Change Account Number
Cancellation	Change Account Type

**Part 3: Payee Identification**

Owner Tax ID (Social Security Number or Employment Identification Number, Required)	Vendor Number (Located on Current Check Stub)
Payee Name	Business Name (if any)
Daytime Telephone Number (Required)	Alternate Telephone Number
Email Address (Required)	

**Part 4: Financial Information**

Financial Institution Name	Type of Account (Select one)	Checking
		Savings
City	State	Zip Code
Routing Transit Number (Nine Digits, Required)	Account Number (Required)	