



Direct Deposit Enrollment Request Form Authorization Agreement for Automatic Deposits (ACH Credits)

Section 1 : Type of request (check one)

New Request for Direct Deposit **OR** Change Current Direct Deposit Information

Section 2 : Customer / Vendor / Payee Information

Name _____
Social Security # or Tax I.D. # _____ Daytime Phone Number _____
Address _____ City, State, Zip Code _____
E-mail Address (please print) _____

Section 3 : Direct Deposit Information:

Checking **OR** Savings

Account Holder's Name _____
Bank Name _____
Routing Number1 _____
Account Number2 _____

Please attached with **voided check** from the specified checking account.

Substitute documentation **for account without paper check**: 1) Bank statement; or 2) Letter from bank that indicate account name; account number and routing information

I authorize Berkshire Housing to make electronic deposits to the specified account.
If monies to which I am not entitled are deposited to my account, I authorize Berkshire Housing to direct the financial institution to return said funds. This authority will remain in effect until I have filed a new authorization or until this authorization is revoked by me in writing.

Signature (required) _____ Date _____

Call (413) 499-1630 if you have any questions. *Please note:* You may receive one or more "paper" checks before your direct deposit enrollment is processed and becomes active.

¹ The first nine numbers from the left at the bottom of your deposit slip if using a savings account or your check if using a checking account is the bank routing number. This number is always nine digits.

² Your account number is at the bottom of your check or savings deposit slip, after the bank routing number (and before the check number if using a check). If there are zeros before or after your account number, please include them.

For internal use Only:

Program: MTW / Section 8 or MRVP / CoC Program or HomeBASE / RAFT

Staff Name : _____