



LAREDO HOUSING AUTHORITY
Serving. Collaborating. Empowering.

2000 San Francisco Avenue
Laredo, TX 78040

Direct Deposit Authorization

Instructions

This document must be signed by employees requesting automatic deposit of paychecks and retained on file with the Housing Authority of the City of Laredo. Employees must attach a voided check for each of their accounts to help verify their account numbers and bank routing numbers.

Account 1

Account 1 type: Checking Savings New Setup Cancellation

Bank routing number (ABA number): _____

Account number: _____

Percentage or dollar amount to be deposited to this account: _____

Account 2 (remainder to be deposited to this account)

Account 2 type: Checking Savings New Setup Cancellation

Bank routing number (ABA number): _____

Account number: _____

attach a voided check for each account here

Authorization

I hereby request and authorize the Housing Authority of the City of Laredo to deposit payments by electronic funds transfer into the account specified above and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. I recognize that, if I do not provide complete and accurate information on this authorization form, the processing of the form may be delayed or that my payments may be erroneously transferred electronically.

This authorization will remain in effect until written notice to terminate is given. The undersigned must allow a reasonable amount of time for initiating or terminating Direct Deposit and is responsible for notification of any change in financial institution information.

Authorized signature: _____ Employee ID #: _____

Print name: _____ Date: _____