



Rental Assistance Division

September 19, 2019

SDHC Vendor Account #: _____

Dear Landlord:

Thank you for participating in the San Diego Housing Commission's (SDHC) Section 8 Housing Choice Voucher Rental Assistance Program.

To set up your direct deposit payment account with SDHC, please complete the enclosed Direct Deposit Authorization Form and return it within 10 calendar days:

By Email
ownerinfo@sdhc.org

By Fax
(619) 578-7364

By Mail
San Diego Housing Commission
Rental Assistance Division
Attn: Owner Liaison
1122 Broadway, Suite 300
San Diego, CA 92101

You also may drop off the form in one of the drop boxes located in the first- and third-floor lobbies at the SDHC address provided above.

Direct deposit is an electronic form of payment, and is SDHC's preferred method of payment to partner with property owners and landlords.

If you have questions, please call (619) 578-7128 or email ownerinfo@sdhc.org.

Thank you,

San Diego Housing Commission
Rental Assistance Division

Enc: SDHC Landlord Direct Deposit Authorization Form



AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

I (we), hereinafter called Landlord, hereby authorize the San Diego Housing Commission, hereinafter called SDHC , to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account indicated below at the financial institution named below, hereinafter called Depository, to credit and/or debit the same to such account.

Depository Name: _____

Branch Address: _____

City: _____ State: _____ ZIP: _____

Transit Routing Number: _____ Account Number: _____

This is a (select one): Checking Account Savings Account

This authority is to remain in full force and effect until SDHC and Depository have received written notification from me (or either of us) of its termination in such time and in such manner as to afford SDHC and Depository a reasonable opportunity to act on it.

SDHC may revoke this authorization by notifying Landlord in writing at any time.

Landlord Name: _____

Landlord Tax ID #: _____ SDHC Vendor Account #: _____

Landlord Signature: _____ Date: _____

Depository Account Holder Name
(if different than Landlord name): _____

Depository Account Holder Tax ID #: _____

Depository Account Holder Signature: _____ Date: _____

FOR SDHC USE ONLY		
	Completed By	Date
Section 8:		
PC-ACH:		
Review:		