



SOUTH PORTLAND HOUSING AUTHORITY

100 Waterman Drive, Suite 101, South Portland, ME 04106

(207) 773-4140 • FAX (207) 773-4006

ME Relay – call 711

DIRECT PAYMENT AUTHORIZATION FORM: FIXED PAYMENTS

We are pleased to offer the Direct Payment Plan. You can have your monthly rent payment deducted automatically from your checking or savings account.

Here's how the Direct Payment Plan works:

You authorize regularly scheduled payments to be made from your checking or savings account. Your payments will be made automatically on the specified day. And proof of payment will appear on your statement. The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization.

All you need to do is complete the attached form:

- 1) Mark the box before type of account to indicate whether your payment will be deducted from your checking or savings account.
- 2) Fill in your name, financial institution name and location, and date.
- 3) Attach a voided check for verification of all financial institution information. If you are unable to attach the voided check, please fill in your account number and routing number.
- 4) Withdrawals will take place between the 5th and 10th of each month.

If you have any questions, please contact the Finance Department at 773-4140.



Please complete the information below. Be sure to sign the form!

I authorize **South Portland Housing Authority** to initiate electronic debit entries to my:

_____ Checking Account (or) _____ Savings Account

for payment of my **monthly rent and other regular monthly charges.**

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing.

FINANCIAL INSTITUTION NAME (PLEASE PRINT)

ACCOUNT NUMBER AT FINANCIAL INSTITUTION

FINANCIAL INSTITUTION ROUTING NUMBER

FINANCIAL INSTITUTION CITY AND STATE

SOCIAL SECURITY NUMBER

SIGNATURE _____

DATE _____