



Housing Authority
of Myrtle Beach

Housing Authority of Myrtle Beach
605 10th Ave North
Post Office Box 2468
Myrtle Beach, South Carolina 29578-2468

Sharon Forrest, Executive Director
John R. Stack, Board Chairman

www.mbhaonline.org

Phone (843) 918-1525 Fax (843) 918-1538 TDD 800-735-2905 E-Mail: mbha@mbhaonline.org

DIRECT DEPOSIT PROGRAM

As a property owner receiving Housing Assistance Payments (HAP), you are required to enroll in MBHA's direct deposit program in which HAP payments will be deposited electronically into your bank account. MBHA offers direct deposit of monthly Housing Assistance Payments (HAP) as a way to increase efficiency and improve service to participating landlords.

Some of the benefits of direct deposit include:

Timely electronic deposit of your monthly HAP check; Immediate availability of funds from your HAP check on the payment date; Reduced risk of check fraud and lost or stolen checks; Saves time—no need to go to the bank or ATM to deposit; You will continue to receive a written statement by email similar to your current check stub that lists the detailed line item transactions that make up your deposit; and Enrollment is free.

You will need to complete and submit two documents to initiate the direct deposit of your HAP Payments:

The Direct Deposit Authorization Form and A Voided Check from your checking account OR Letter from your financial institution indicating the Savings/Checking Account Number, routing number, Bank Code and the Federal Bank Code. **Make sure you include your email address, check stubs are sent by email each month.*

Fax all of the documents to 843-918-1538 or Mail all of the documents in a single envelope to:

Myrtle Beach Authority
PO Box 2468
Myrtle Beach, SC 29578

Your direct deposit request will be processed as soon as an approval is granted by your financial institution. This process can take up to thirty (30) business days upon receipt of your completed forms, at which we will electronically transfer one cent (\$0.01) into your account sent to you from Conway National Bank, as a test transaction. Receipt of the one-cent credit directly deposited into your account will indicate that the process is complete and that your next HAP will automatically be deposited. Each month thereafter, a deposit of your HAP sent to you from Conway National Bank will appear in your account as long as your unit is in compliance with the HCV Program. In addition to the benefits outlined above, you will receive a written statement detailing your account through the mail each month. You must notify us by completing another set of the aforementioned forms when you close an account or change financial institutions.

We appreciate your participation in the Myrtle Beach Housing Choice Voucher Program and look forward to a seamless transition to direct deposit. If you have any questions or comments, please do not hesitate to contact us at 843-918-1530.



DIRECT DEPOSIT AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT (ACH CREDITS).

To implement direct deposit of Housing Assistance Payments (HAP), return this completed form, along with a voided check OR Letter from your financial institution indicating the Savings Account Number and routing number to: MBHA, PO Box 2468, Myrtle Beach, SC 29578

Date: _____ AGENT OWNER# (from HAP Check Stub): _____

New Enrollment Change Bank Account Information Reason: _____

I hereby authorize the Myrtle Beach Housing Authority (MBHA) to deposit my Housing Assistance Payments to my account at the financial institution named below. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Name of Financial Institution: _____ Account Number: _____

City: _____ State: _____ Zip: _____

Bank Transit Routing Number: _____

Type of Account (check one): Checking Savings

This authorization is to remain in full force and effect until MBHA has received written notification from me of its termination in such time and in such manner as to afford the voucher program and the financial institution a reasonable opportunity to act upon it. MBHA may also terminate the direct deposit if MBHA determines that eligibility is no longer met, and/or in order to recover any overpayments made. Additionally, if any action taken by me results in non-acceptance of a direct deposit by the designated financial institution, I understand that the MBHA assumes no responsibility for processing a supplemental payment until the amount of the non-acceptance deposit is returned to the MBHA by the financial institution. **The payee certifies compliance with the Housing Assistance Payment Contract by accepting direct deposit. The payee also certifies that the unit(s) assisted under the Housing Assistance Payment Contract are in full compliance with the terms of the contract.**

Payee or an authorized person must complete the following and sign this request.

Payee Name: _____ E-Mail Address: _____
(Please Print Legibly) (Please Print Legibly)

Name of Authorized Person: _____ (Please Print Legibly)

Title: _____ SSN or Federal Tax I.D. # _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: Office (_____) _____ Cell (_____) _____

Signature of Authorized Person: _____

Failure to answer all questions and provide all documentation will result in delay of processing your request

Pursuant to 18 USC1001 whoever, in any manner within the jurisdiction of the executive, legislative, or judicial branch of the government of the United States, knowingly and willfully (1) falsifies, conceals, or covers up any trick, scheme or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious statement or entry, shall be fined under this title or imprisoned not more than 5 years, or both. I understand that a false statement on any part of this form could result in a fine up to \$500,000 or imprisonment of up to 5 years or both for each violation (18 USC1001; 18 USC 3559.3571). Owners and/or Management Agents who violate this law may also be debarred from future participation in the Housing Choice Voucher Program.

The Information Practices Act of 1977 (Civil Code Section 1798.17) and the Federal Practices Act (Public Law 93-579) require that this notice be provided when collecting personal information from individuals. Information requested on this form is used by the Myrtle Beach Housing Choice Voucher program for the purposes of identification and enrollment processing. Failure to provide the mandatory information may result in the enrollment action not being processed or processed incorrectly. Violations of any privacy rights of Owners and or Management Agents or any law by employee and/or agent of the MBHA will result in penalties and fines.