

PHELPS COUNTY



**Public
Housing
Agency**

Equal Opportunity Housing Agency
Serving Crawford, Dent, Gasconade,
Maries, Phelps and Washington Counties

Administered By:

Meramec Regional Planning Commission
#4 Industrial Drive
St. James, Missouri 65559
573-265-4200
Fax 573-265-3550
Hearing Impaired TDD Users
Call Relay MO First 1-800-735-2966

Attention: Landlords, Property Owners and Agents

Phelps County Public Housing, in an effort to reduce cost and offer better service, is making changes in how it processes payments to landlords, property owners and agents that are currently participating in the Housing Choice Voucher Program (HCVP).

Effective July 1, 2008, Phelps County PHA implemented direct deposit. This method of payment is beneficial to our landlords and reduces the cost of printing and mailing manual checks. Phelps County PHA guarantees that your check will be deposited on the second working day of each month.

To set up your direct deposit payment, you need only complete the enclosed form and attach to the form a VOIDED check for the account where you wish to have payment deposited. Submit the completed form and voided check to Phelps County PHA by fax or mail or drop it off at the PHA office, 4 Industrial Drive, in St. James.

For new landlords, you can return your form with the W-9 form and Owner Briefing Packet receipt.

If requested, a remittance slip confirming the details of the deposit will be sent by email or mail. It is our hope that most landlords and property owners will use their monthly bank statements as payment documentation. However, we recognize that those with multiple properties may need remittance slips.

We thank you in advance for your assistance in smoothly transitioning to direct deposit. As operational costs continue to rise, and HUD funding does not, it is important that we look for ways to reduce cost without reducing services and benefits. We believe direct deposit offers an opportunity to do just that.

If you should have any questions regarding this matter or wish to request a remittance slip, please contact Tammy Rigsby at 573 265-4200 ext. 120 or by email at trigsby@meramecregion.org. Be sure to put "HUD Direct Deposit" in the email subject line to ensure prompt receipt of your email.

I am also available to answer your questions. Again, I thank you for your help in providing affordable housing to clients and your assistance in helping our agency control costs.

Sincerely,

Linda Hollandsworth

Linda Hollandsworth
Phelps County PHA Manager

Advisory Board Members

Chairman Darrell Skiles, Dent County
Robert Reed, Washington County

Vice-Chairman Ron Jost, Gasconade County
Ray Schwartze, Maries County

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Randy Verkamp, Phelps County

Richard Cavender, Executive Director

Linda Hollandsworth, Housing Program Manager



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Automatic HAP Payment Deposit Instructions

Please complete this form and attach a VOIDED check for the account where you wish to have your payment deposited. Please return the completed form and a voided check one of the following ways:

By **FAX** to 573-265-3550, Attn. Tammy Rigsby

By **MAIL** or **HAND DELIVERY** to Phelps County PHA, 4 Industrial Drive, St. James. Office hours: 8 a.m. to 5 pm. Monday through Friday.

We must receive your direct deposit authorization information **with the enclosed IRS W-9 form**.

Automatic HAP Payment Deposit Authorization Form

I hereby authorize PHELPS COUNTY PUBLIC HOUSING AGENCY (PHA) to deposit any amounts owed me by initiating credits to my account at the financial institution (hereinafter BANK) indicated below. In the event that PHELPS COUNTY PHA deposits funds erroneously into my account, I authorize PHELPS COUNTY PHA to debit my account for an amount not to exceed original amount of the erroneous credit.

Name on Bank Account _____

Landlord/Property Owner/Agent Name _____

Landlord Address _____

Bank Name _____ Branch _____

City where Bank is located _____ State _____ Zip Code _____

Routing Number _____

Account Number _____ Type of Acct. **Checking** or **Savings** (Circle one)

This authorization is to remain in full force and effect until PHELPS COUNTY PHA has received written notification from me of its termination in such time as to afford PHELPS COUNTY PHA and BANK a reasonable opportunity to act on it. I understand that, should I change direct deposit accounts, I must notify PHELPS COUNTY PHA in writing and complete a new direct deposit authorization form. I also understand that if my HAP contract(s) with the PHELPS COUNTY PHA terminates, directly deposited HAP payments will end.

Signature _____ Date _____

Printed Name _____ Tax ID #/SS# _____

Daytime Phone _____ Email Address _____

QUESTIONS: Contact Tammy Rigsby at 573 265-4200 ext. 120 or by email at trigsby@meramecregion.org. Be sure to put "HUD Direct Deposit" in the email subject line to ensure prompt receipt of your email.

REMEMBER TO ATTACH A VOIDED CHECK