



# McHenry County Housing Authority

1108 N. Seminary, P.O. Box 1109 Woodstock, Illinois 60098  
Phone and TDD: 815/338-7752 Fax: 815/338-1217

Dear Section 8 Landlord:

We are now able to **directly deposit your rent check into your bank account.** Please provide the following information:

**INSTRUCTIONS:** Complete the form below, attach an unsigned and voided check from this account to assist in verifying data, and return to the McHenry County Housing Authority, PO Box 1109, Woodstock, IL, 60098. **Deposit slips cannot be used due to inaccurate routing numbers.**

<b>BANK NAME:</b>	<b>BANK PHONE:</b>
<b>BANK ADDRESS:</b>	
<b>BANK ROUTING NUMBER:</b>	
<b>ACCOUNT TYPE</b> <b>CIRCLE ONE:    CHECKING ACCOUNT    or    SAVINGS ACCOUNT</b>	
<b>ACCOUNT NUMBER:</b>	
<b>LANDLORD'S EMAIL ADDRESS:</b>	
<b>**Please attach an unsigned, voided check from the account **</b>	

I (we) authorize McHenry County Housing Authority to initiate credits to my (our) account indicated above and the institution named above to accept said credits to my (our) accounts. This authority is to remain in full force and effect until McHenry County Housing Authority receives written notification from me (or either of us) of its termination in such time and in such manner as to afford the McHenry County Housing Authority and the institution a reasonable opportunity to act on it prior to depositing to the account. **I acknowledge that any change of bank, bank account, or bank routing number must be submitted, in writing, to the MCHA Section 8 program by the 15<sup>th</sup> of the month prior to any change required. It will be the owner's responsibility to notify the MCHA Section 8 program of any changes and the Section 8 program cannot be held responsible once the check has been sent to the account of record.** If an amount is deposited in error, the Section 8 program may withdraw the funds from the account to allow for corrections.

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Phone

**If you have questions, please call Stacy Scott at (815) 338-7752 X134**



McHenry County Housing Authority is an Equal Opportunity Provider and Employer

