

Direct Deposit

To process monthly payments faster to our landlords, DCA is requesting that all landlords sign up for Direct Deposit so that the monthly HAP payment will be electronically wired to your account. *In order to receive this service, it is of utmost importance that you provide DCA with an original check (marked VOID) from the account into which you wish to have your payments deposited.* Please do not send a deposit slip or starter check, as the routing number may differ from the bank routing number on your check. Your check should indicate the full name and address of the owner of the bank account, the bank's name, and have the encoded numbers printed along the bottom. These numbers provide us with the routing identification number of your bank and your account number. Also, please indicate if the account is a checking or savings account.

It is the responsibility of the landlord to notify, in writing, the Regional Office handling their case, should any subsequent change occur relative to address, bank, or account where payments are deposited.

To sign up for direct deposit, please provide the following information with an original check marked VOID and mail to the Regional Office handling your case.

Direct Deposit Information

- Name
- Address
- City
- State
- Zip
- Phone
- Social Security or Tax ID Number
- Tenant Name

Check Issuance

Regular monthly Housing Assistance Payment (HAP) checks are deposited/mailed to landlords on the first day of the month. In addition, DCA processes a mid-month check run.

Landlords who have changes to their mailing address and/or second party address should write a letter to the Regional Office that handles your paperwork. Change of information should include the following:

- Landlord's name
- Landlord's address
- Landlord's Social Security Number or Tax ID Number
- Name of Tenant(s)
- Effective Date of Change