



925 W. Northland Avenue Appleton, WI 54914
Phone (920) 739-6811 Fax: 739-6817 TDD: 731-2406

Dear Landlords,

The Appleton Housing Authority is pleased to offer Direct Deposit for all Housing Assistance Payments (HAP). We encourage all landlords to take advantage of this time-saving program. Although it is not currently mandatory, direct deposit will be required by 1/1/18.

Having direct deposit for your HAP has many benefits. Direct deposit will give you 24-7 access to a secure website, allowing you to view your monthly payments in detail, and your payment history for up to 15 months. Direct deposit will eliminate trips to the bank- as well as the hassles of lost, stolen or misplaced checks- that can delay your deposits.

Once you return the enclosed form, a confirmation letter will be sent informing you of your direct deposit start date and how to access the new online statements and payment history.

To get started, please fill out the attached form and return it to my attention.

Mail: 925 W. Northland Ave., Appleton, WI 54914
Fax: 920-739-6817
Email: TammyB@appletonhousing.org

If you have any questions, I can be reached at 920-739-6811 x103. Thank you in advance for your assistance.

Sincerely,

Tammy Boone

Executive Coordinator
Appleton Housing Authority



DIRECT DEPOSIT FORM

Contact Information:

Landlord Name (Company or Individual): _____

Federal Tax ID # (FEIN) (for Company): _____

Social Security # (for Individuals): _____

Leasing/Rental Contact Email: _____

Payment Confirmation Email (if different from above):

Contact Phone #: _____

Direct Deposit Information:

Name of Bank: _____

Bank Address: _____

City/State/Zip: _____

Bank Contact: _____

Bank Phone #: _____

Account Type (Check One): Checking _____ Savings _____

Routing Number: _____

Account Number: _____

Name on Account: _____

Please attach a voided check or deposit ticket.

Please return to:

Appleton Housing Authority
Attn: Tammy Boone
925 W. Northland Ave.
Appleton, WI 54914
FAX: 920-739-6817
EMAIL: TammyB@appletonhousing.org