

**DIRECT DEPOSIT SIGN-UP/CHANGE FORM**  
**FOR HOUSING ASSISTANCE PAYMENTS**

Dear Landlord:

Thank you for participating in the direct deposit program. Direct deposits for the 1<sup>st</sup> check run are made within the first three business days of the month and an interim payment will be made on approximately the 15th of each month. THE PAYMENT SHOULD BE POSTED TO YOUR BANK ACCOUNT THE NEXT BUSINESS DAY FOLLOWING THE DIRECT DEPOSIT PROCESSING. To find out when your deposit will be available, check with your bank to see when they process their ACH transactions.

Your direct deposit advice will only be available online unless you notify us that you must receive a paper copy. To receive a paper advice in the mail, please call 719-387-6724 or email [sk@csa.us](mailto:sk@csa.us). To view your statement online, go to [www.hmsforweb.com/pal](http://www.hmsforweb.com/pal). Click on 'register' to begin. You will need your Tax ID number to register. This also allows you to view and print an 18-month history and current year-to-date totals of payments made to you.

**A. To sign-up for direct deposit:**

1. Fill out the form below. (The form must be signed by the owner or authorized agent only.)
2. Direct deposits can be made to **checking** or **savings** accounts.

**CHECKING ACCOUNT:** Attach a voided check or a photocopy of a voided check. **Do not send a deposit slip** because they do not contain the correct banking information.

**SAVINGS ACCOUNT:** Attach a deposit slip.

3. Detach the form and mail it to:

Colorado Springs Housing Authority  
Post Office Box 1575, Mail Code 1490  
Colorado Springs, Colorado 80901-1575

4. You may also fax information to 719-632-7807(attn: Accounting) or scan to [sk@csa.us](mailto:sk@csa.us)

**B. To change information or bank account:**

1. Follow instructions above.
2. Send a copy of a voided check from the new account specifying that it is a direct deposit **change**.

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Direct Deposit **Sign-up** or  Direct Deposit **Change** (Please 'X' beside appropriate one.)

Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_  
(The Name on Bank Account **MUST** match the name and Taxpayer Identification Number provided on the IRS Form W-9)

**ATTACH VOIDED CHECK OR PHOTOCOPY OF VOIDED CHECK HERE**

(SAVINGS ACCOUNT ONLY: ATTACH DEPOSIT SLIP)

Checking \_\_\_\_\_

Savings \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Email address: \_\_\_\_\_

Name of tenant (Only need to list one tenant) \_\_\_\_\_