

# DIRECT DEPOSIT SIGN-UP FORM FOR

## LANDLORDS AND TENANTS

J. D'Amelia & Associates, LLC (JDA) constantly looks for ways to better serve our landlords and tenants. In an effort to ensure timely monthly payments, JDA will make regular rent payments to landlords/tenants by direct deposit.

Please fill out the form completely and **attach a "voided" check if available** (If you do not have a check please write clearly). Please be sure to include your E-Mail address so your payment confirmation and breakdown can be sent to you on a monthly basis. If you have multiple tenants and use the same SS/Tax ID# then you only have to fill out one form.

Check the correct one:  New Sign Up  Change

Are you the:  Landlord  Tenant

Landlord Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Tax ID/Soc. Sec#: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Account Type:  Checking  Savings

\*Routing #: \_\_\_\_\_

Account Type:  Personal  Business

\*Account # \_\_\_\_\_

I, \_\_\_\_\_ do declare that I am authorizing JDA to deposit my Housing Assistance Payments/Utility Reimbursement into the above bank account and initiate, if necessary, debit entries in case of an error.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*You must notify us immediately of any changes to your bank account information as we are not responsible for any undeposited funds\***