



Contractor Direct Deposit Form

The Housing Authority of DeKalb County, Georgia (HADDC) has implemented an exciting new payment process. Going forward, all contractor payments will be submitted electronically via Direct Deposit to your banking institution. In order to receive prompt payments, you will be required to provide HADDC with an **original** voided check from the account to which you wish to have your payments deposited. Please submit your forms to the Division of Contracts and Procurement promptly. **Deposit slips will not be accepted.**

Your check must include the following information:

- Full name and address of the bank account owner
- MICR Encoding must be on the bottom on the check

Please return this form to the following address:

Housing Authority of DeKalb County, Georgia
Attn: Contracts and Procurement Division
750 Commerce Drive, Suite 201
Decatur, GA 30030

<u>Name</u>		
<u>Address</u>		
<u>City</u>	<u>State</u>	<u>Zip Code</u>
<u>Tax Identification Number/Employee Identification Number</u>		
<u>Telephone Number</u>	<u>Fax</u>	
<u>Email Address</u>		
<u>Contract Number</u> (If applicable)		

Note: Starter checks will not be accepted.

**Attach Original Voided Check Here
(No Deposit Slips)**

Note: Note: It is the responsibility of the contractor to notify HADDC should any subsequent changes occur relative to the address, bank or account where the payments are to be deposited. This form is used for the sole purpose of obtaining account information to imitate direct deposits. Any questions should be directed to the Contracts and Procurement Division at 404-270-2514.

Remittance documents related to the direct deposit can be emailed to the contractor upon request. Please allow 24-72 hours for these documents.