

Orange County Housing Authority

1501 E. St. Andrew Place • Santa Ana, CA 92705
(714) 480-2700 • California Relay Service (800) 735-2929
<http://www.ochousing.org>

DIRECT DEPOSIT INSTRUCTIONS

There are several ways to enroll in direct deposit. Complete the required forms and follow the instructions listed below to enroll in direct deposit of Housing Assistance Payments (HAP).

HAPCheck/Owner Portal: All statements are accessible online at www.hapcheck.com. This system offers immediate access to your payment information and allows you to view payments for up to 18 months. To set up access to this secure system, enter: www.hapcheck.com into your web browser. Use the box on the right side of the screen to log into the system using your Tax ID (Social Security Number or Employer Identification Number) and password (your account number). You will be prompted to enter a new password. This password will be required when accessing the system in the future. After you log in, please review your information and add or update your email address on the website. If you need to update additional information, please use the "Declaration of Ownership" form on the OCHA's website at <http://ochousing.org/owner> to submit other contact changes.

AssistanceCheck:

Additionally, we also offer a secure online service called [AssistanceConnect](#). This interactive service will provide you with quicker access to contact us and obtain information on:

- Listing your property
- Enroll in Direct Deposit / Download 1099's
- View and download monthly statements
- Request to update your contact information
- Submit Rent Increase Requests

To see a demonstration of this service, go to <http://ochousing.org/owner> and click the Owner Portal AssistanceCheck Video.

Regular Mail:

1. Fill out the enclosed form.
2. Attach a VOID check or a copy of a check from your account.
3. Return the information to the address below or fax it to (714) 480-2999.

**Orange County Housing Authority
Attn: Accounting Department
1501 E. St. Andrew Place
Santa Ana, CA 92705**

If you have any questions, please call the Accounting department at (714) 480-2909.

Sincerely,

The Orange County Housing Authority

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AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT

Use this form to add, change or cancel a direct deposit. All changes must be submitted in writing to the Housing Authority no later than the 20th of the month before the desired month in which the direct deposit is to be processed.

All funds should be credited by the 2nd business day of each month, but no later than the 5th day of each month.

The Orange County Housing Authority processes two check runs each month, one at the beginning of the month; the second is on or about the middle of the month. The checks and/or direct deposits will be mailed/dispensed on the second business day of the month. All payments are based on the receipt and timing of federal government funding.

I hereby authorize the Orange County Housing Authority to initiate credit entries to my (our) account.
Please check the appropriate box:

Add Direct Deposit Change or Cancel Direct Deposit

Account Type:

Checking - Please attach a VOID Check or a copy of a check from your account.

Savings - Please attach a bank report showing your name and your account information (routing and account number).

I understand that any funds paid through direct deposit should be credited to my account, by the 2nd business day of each month, but no later than the 5th of each month.

Owner Name _____ Payee Name _____

Phone Number _____ E-mail _____

Signature _____ Date _____

Accounting Use Only

Entered by _____ Date _____ Happy Key No. _____

Reviewed by _____