

RE: DIRECT DEPOSIT FOR HOUSING ASSISTANCE PAYMENTS

Dear Rental Owner/Property Manager:

Effective July 1, 2013, rental owners are required to enroll in direct deposit for all Housing Assistance Payments. If you are one of the many rental owners already participating in the direct deposit program, you do not need to complete additional paperwork unless you need to request a change.

Direct Deposit has several advantages:

- Immediate access to funds without going to the bank
- Eliminates lost and stolen checks
- Owners will continue to receive a statement itemizing the amounts deposited for each tenant. In the future, owners will be able to access statements online; you will be notified when this change occurs

In order to establish your Direct Deposit Account, you must complete a form regarding your bank account in which your Housing Assistance Payment check will be deposited. You may submit the form at the Housing offices or by mail, e-mail or fax. You may scan and submit the signed form and voided check via the e-mail address or secure fax number listed on the form. The data received from you will be tested before transmitting funds electronically.

Direct Deposit forms must be received by the 15th of the month to complete the testing process on the first of the following month. After the testing is successful, the next Housing Assistance Payment will be made by electronic deposit.

Your continued participation in Oceanside's Rental Assistance Program is greatly appreciated. Through our partnership, we assist more than 1,600 families, seniors and persons with disabilities with affordable, quality housing. Please check out the Rental Owners/Property Managers page at www.oceansideha.com for additional information including an online link to list your vacant units, the staff directory and more.

If you have any questions regarding Direct Deposit, please contact Jacqueline Hess at (760) 435-3370 or jhess@ci.oceanside.ca.us.