

Dear Tenant,

Enclosed is the ACH authorization form you requested. If you decide to use the electronic funds transfer, you will need to complete each highlighted field on the form. If you use a Checking Account, we will need to have a voided check attached to the form when you return it. If you use a Savings Account, it must be a Statement Savings Account (passbook Savings Accounts are not allowed). If you use a Statement Savings Account, you will need to get a letter from your bank with your Routing and Account numbers on it and the letter needs to state that it is a Statement Savings Account. Keep in mind that the Fall River Housing Authority processes the ACH withdrawals on the 6<sup>th</sup> of each month, the rent and any recurring charges will be deducted from your account on the 7<sup>th</sup> of each month. If the 6<sup>th</sup> or 7<sup>th</sup> is a weekend or holiday, the money will be withdrawn on the following business day.

The form and voided check or letter from the bank must be received in the Computer Room of the Fall River Housing Authority by the last day of the month preceding the month that you would like to start the ACH. If the paperwork is not received by the last day of the month preceding the start month, it will start the following month.

If you decide to stop the ACH electronic funds transfer, the Fall River Housing Authority will need a written statement from you with your name and address stating that you want to end the ACH and what date you want to end it. The stop letter needs to be received by the Computer Room at the Fall River Housing Authority by the last day of the month preceding the month you want the ACH to stop.

If you have any questions, contact your manager.

Thank you,