

**BAYTOWN HOUSING AUTHORITY DIRECT DEPOSIT ENROLLMENT FORM  
FOR UTILITY REIMBURSEMENTS**

To enroll for Direct Deposit, the payee should fill in the information requested, attach a voided check or letter from your bank and drop off, mail or fax to:

Baytown Housing Authority  
Attention: Finance Department  
1805 Cedar Bayou Road  
Baytown, TX 77520  
Fax: (281) 422-4307

<input type="checkbox"/> NEW <input type="checkbox"/> CHANGE	
Check the appropriate box above to indicate a "new" enrollment or "change" to an existing enrollment.	
<b>SECTION I – PAYEE INFORMATION</b> (must match payee on HAP paperwork)	
PAYEE NAME	
ADDRESS (STREET, P.O. BOX)	TELEPHONE NUMBER
CITY STATE ZIP CODE	
EMAIL	

I (we) do hereby authorize Baytown Housing Authority to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account indicated below and the financial institution named below, to credit and/or debit the same to such account. This authority is to remain in full force and effect until the Baytown Housing Authority has received written notification from me of its change or termination in such time and in such manner as to afford Baytown Housing Authority and your financial institution a reasonable opportunity to act on it.

SOCIAL SECURITY NUMBER	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">-</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">-</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				-				-			
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SIGNATURE	DATE											

<b>SECTION II – FINANCIAL INSTITUTION INFORMATION</b>																			
BANK NAME																			
ROUTING NUMBER	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																		
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CITY	STATE                      ZIP CODE																		
TYPE OF ACCOUNT (SELECT ONE): <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS																			

