Pierce
County
Housing
Authority

AVOID THE HASSEL OF WRITING CHECKS OR GETTING MONEY ORDERS, THEN RUNNING TO THE OFFICE TO PAY YOUR RENT ON TIME!

Pierce County Housing Authority and your apartment community offers Direct Pay for your use to make rental account payments directly from your bank account. This safe and secure system will automatically deduct the payment from your bank account on the 5th of every month (or the first business day thereafter). This process offers you the opportunity to save time and money and **guarantees no chance of accruing late fees for late rental payments!****

To sign up for this service, simply fill out the enrollment form and submit to Pierce County Housing Authority or your on-site apartment manager. There will be no charge from the Pierce County Housing Authority or your apartment community for this service.

**Late fees will not be accrued on accounts with sufficient funds on the date of the Direct Pay withdrawal. Any accounts with insufficient funds, or accounts with other past due charges will be eligible for late and other fee accrual in accordance with the terms and conditions of the Rental/Lease Agreement.

Questions? Please contact your on-site management staff.

General Information About Direct Pay

- Payments will be made directly from your bank account on the 5th of each month, or on the first business day thereafter.
- Payments will be deducted from your bank account monthly based on the amount due on your account.
- Payments returned from your financial institution for insufficient funds, closed accounts, and revoked authorizations will be eligible for standard late and other fees by your apartment community and your financial institution.
- Processing time for each financial institution is different. If you have a concern about whether a payment has or will be deducted from your account, please contact the on-site leasing staff. Late and other fees are NOT accrued on transactions delayed by your financial institution.
- Pierce County Housing Authority and your apartment community are not responsible or liable for fees and charges assessed to you by your financial institution.
- You may revoke authorization for the Direct Pay feature at any time. You must provide written notice to Pierce County Housing Authority or your apartment community on or before the 30th of the month to effect the cancellation of the next scheduled payment.
- Direct Pay is not available for use with partial rent payments from the resident (i.e. Section 8 HCV).

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Direct Pay Enrollment Form

Resident Name:_____

Apartment
Complex:_____

Apt.#:_____

Resident Phone
Number:_____

Name on
Account:_____

Bank
Name:_____

Account Type: ☐ Checking ☐ Savings

Bank Routing
Number*:_____

Account
Number*:_____

My signature below certifies that I am authorized to permit withdrawals from the above account for the purpose of paying rental charges on the specified apartment.

Authorized
Signature:_____

*To ensure your payments are directed correctly, please check with your bank to verify the information you provide is correct. Alternatively, you may include a VOID check to supply the required information.

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