

## **Fairport Housing Authority**

### **Direct Deposit Program**

As a Property Owner receiving Housing Assistance Payments (HAP), you have the option to enroll in the Fairport Housing Authority's Direct Deposit Program in which the HAP will be deposited electronically into your bank account. FHA offers Direct Deposit of monthly HAP as a way to increase efficiency, security, and to improve service to participating landlords.

**Please note**, that at some point the Housing Authority will stop issuing checks and will only use the Direct Deposit process.

#### **Some of the benefits of Direct Deposit include:**

Timely electronic deposit of your monthly HAP, faster availability of funds from your HAP, reduced risk of check fraud and loss or stolen checks, time-saving-no need to go to the bank or ATM to deposit, and you will have 24/7 access to a web-site ([www.hapcheck.com](http://www.hapcheck.com)) which will give you statements similar to your current check stub that lists the detailed line item transactions that make up your deposit, and enrollment is **free**.

**You will need to complete and submit two documents to initiate the Direct Deposit of your HAP:** the direct deposit authorization form and a voided check from your checking/savings account.

**Fax all the documents to (585)223-6694 or mail all the documents in a single envelope to:**

**Fairport Housing Authority  
31 South Main Street  
Fairport, New York 14450**

**Your Direct Deposit request will be processed upon receipt of the required documentation. After approval is granted by your financial institution, Direct Deposit payments will start the following month.** The process can take up to 30 (thirty) days. Each month thereafter, a deposit of your HAP will be credited to your account as long as your unit(s) is in compliance and all required administrative documents have been fully executed. You must also notify us, by completing a new form at the time you close an account or change financial institutions. Additional forms and a copy of this letter are available on our website: [www.fairportoced.org](http://www.fairportoced.org)

We appreciate your participation in the FHA Housing Choice Voucher program. If you should have any questions, feel free to contact me at (585)421-3241.

Sincerely,

Gary Fuoco  
Housing Director