

**INSTRUCTIONS FOR COMPLETING THE 'DIRECT DEPOSIT'
SIGN UP FORM**

SECTION 1

1. Complete part "A" entirely and legibly (please print)
2. Complete part "B" with the property owner name entitled to the payments.
3. Part "C" is Non-applicable
4. Part "D" – please check off either "Checking" or "Savings"
5. Part "E" - please enter the account number for "Checking" or "Savings"
6. Part "F" is Non-applicable– already completed with HACC (other)
7. Part "G" is Non-applicable

PAYEE/JOINT PAYEE CERTIFICATION – MUST BE SIGNED

JOINT ACCOUNT HOLDERS' CERTIFICATION – MUST BE SIGNED IF THIS IS A JOINT ACCOUNT

SECTION 2

Already completed – do not change

SECTION 3

This section **MUST** be completed by your "FINANCIAL INSTITUTION"

Please return this DIRECT DEPOSIT SIGN UP FORM once completed to:

HOUSING AUTHORITY OF THE COUNTY OF COOK
ATTN: Accounting/ACH Department
175 West Jackson Blvd, Suite 350
Chicago, IL 60604-3042