

# PHELPS COUNTY



Public  
Housing  
Agency

Equal Opportunity Housing Agency  
Serving Crawford, Dent, Gasconade,  
Maries, Phelps and Washington Counties

Administered By:

Meramec Regional Planning Commission  
#4 Industrial Drive  
St. James, Missouri 65559  
573-265-4200  
Fax 573-265-3550  
Hearing Impaired TDD Users  
Call Relay MO First 1-800-735-2966

## Direct Deposit of Housing Assistance Payments

Phelps County PHA utilizes direct deposit. This method of payment is beneficial to our landlords and reduces the cost of printing and mailing manual checks. Phelps County PHA guarantees that your check will be deposited on the second working day of each month.

To set up your direct deposit payment, you need to complete the enclosed form and attach to the form a VOIDED check or a bank printout to verify the account and routing number. Submit the completed form and voided check or bank printout to Phelps County PHA by fax or mail or drop it off at the PHA office, 4 Industrial Drive, in St. James.

If requested, a remittance slip confirming the details of the deposit will be sent by email or mail. It is our hope that most landlords and property owners will use their monthly bank statements as payment documentation. However, we recognize that those with multiple properties may need remittance slips.

If you should have any questions regarding this matter or wish to request a remittance slip, please contact Tammy Rigsby at 573 265-4200 ext. 120 or by email at [trigsby@meramecregion.org](mailto:trigsby@meramecregion.org). Be sure to put "HUD Direct Deposit" in the email subject line to ensure prompt receipt of your email.

I am also available to answer your questions. Again, I thank you for your help in providing affordable housing to clients and your assistance in helping our agency control costs.

Sincerely,

*Tammy Rigsby*

Tammy Rigsby  
Phelps County PHA  
Senior Housing Coordinator

Chairman Larry Miskel, Gasconade County  
Leo Sanders, Crawford County

Advisory Board Members  
Vice-Chairman Randy Verkamp, Phelps County  
Darrell Skiles, Dent County  
Bonnie Prigge, Executive Director

Secretary Vic Stratman, Maries County  
Vacant, Washington County  
Donald Keeney, Housing Program Manager

[www.meramecregion.org](http://www.meramecregion.org)

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## Automatic HAP Payment Deposit

Please complete this form and attach a VOIDED check or a bank printout to verify the account and routing number. Please return the completed form and a voided check or bank printout one of the following ways:

By **FAX** to 573-265-3550, Attn. Tammy Rigsby

By **MAIL** or **HAND DELIVERY** to Phelps County PHA, 4 Industrial Drive, St. James. Office hours: 8 am to 4 pm Monday through Friday.

## Automatic HAP Payment Deposit Authorization

I hereby authorize PHELPS COUNTY PUBLIC HOUSING AGENCY (PHA) to deposit any amounts owed me by initiating credits to my account at the financial institution (hereinafter BANK) indicated below. In the event that PHELPS COUNTY PHA deposits funds erroneously into my account, I authorize PHELPS COUNTY PHA to debit my account for an amount not to exceed original amount of the erroneous credit.

Name on Bank Account \_\_\_\_\_

Landlord/Property Owner/Agent Name \_\_\_\_\_

Landlord Address \_\_\_\_\_

Bank Name \_\_\_\_\_ Branch \_\_\_\_\_

City where Bank is located \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_ Type of Acct. **Checking** or **Savings** (Circle one)

Change from previous bank account      **This is a**  **Business Account**  **Personal Account**

This authorization is to remain in full force and effect until PHELPS COUNTY PHA has received written notification from me of its termination in such time as to afford PHELPS COUNTY PHA and BANK a reasonable opportunity to act on it. I understand that, should I change direct deposit accounts, I must notify PHELPS COUNTY PHA in writing and complete a new direct deposit authorization form. I also understand that if my HAP contract(s) with the PHELPS COUNTY PHA terminates, directly deposited HAP payments will end.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Tax ID #/SS# \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email Address \_\_\_\_\_

QUESTIONS: Contact Tammy Rigsby at 573 265-4200 ext. 120 or by email at [trigsby@meramecregion.org](mailto:trigsby@meramecregion.org). Be sure to put "HUD Direct Deposit" in the email subject line to ensure prompt receipt of your email.

02-2016

**PLEASE ATTACH A VOIDED CHECK OR BANK PRINTOUT**