



Authorization Form
Direct Debit of Account

Name: Last First Middle Initial

Primary Phone: Secondary Phone:

Address: City State Zip Code

Please check an option below (select only one):

- Automatic Debit - recurring debit from a checking or savings account.
Change of account and/or financial institution.
Cancel participation.

Select Account Type: Checking Savings Money Market

Account Number Routing (ABA) Number

Your routing and checking account numbers appear at the bottom of your check. To assure accuracy please attach a voided check.

Financial Institution:

City: State: Zip Code:

Authorization Statement:

I hereby authorize Lake Metropolitan Housing Authority and the financial institution above to debit my account electronically each month.

Signature Date

Is this a joint account? Yes No
If yes, signatures from all parties on the account are required.

Signature Date

**The amount of rent due on your LMHA statement will be automatically debited from your banking account each month, unless written authorization is received canceling participation of direct debit. LMHA will notify you of any changes to your rent at least 30 days prior to the effective date.**

**Please be advised that if you choose to use a Savings or Money Market Account, your financial institution may limit the number of transactions. Fees may also be assessed or authorization declined. Please contact your financial institution for further information.**

**Please allow up to 30 days for your request to be processed. You are responsible for making payment until this direct debit service is established.**

**Please note that any charges on your invoice other than your regular monthly rent will not be debited from your account and you will be responsible for making payment to LMHA for any such charges in a timely manner.**

**In the event your direct debit is declined due to NSF, your account will be assessed a \$25.00 fee.**

**\*LMHA does not accept payments at its administrative office. All payments must be mailed to:  
P.O. Box 75682  
Cleveland, OH 44101-4755**

**Cancellation:  
You must notify LMHA in writing to cancel this service.**

**Please sign this form and return to the address listed below**

**Lake Metropolitan Housing Authority  
189 First St.  
Painesville, OH 44077  
440.354.3347 or Fax 440.354.5008**

**TDD/TTY: Dial 711 or 1.800.750.0750**