

Instructions for Suppliers

Submitting this form authorizes the Renton Housing Authority to deposit electronic payments directly into your bank account.

Landlords / Vendors must complete sections 1-3. A signature is required in section 3.

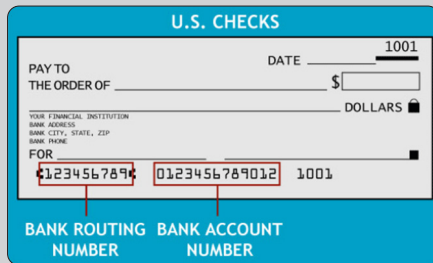
Forms are processed within 10 business days after receipt.

Incomplete forms will not be processed and will be destroyed in a secure manner.

PLEASE PRINT CLEARLY.

If you have questions, please contact via email at ap@rentonhousing.org.

Where are my routing and account numbers?



Please submit this form to:
ap@rentonhousing.org



www.rentonhousing.org

2900 NE 10th St.
Renton, WA 98056

Rev Jul 2024

Automated Clearing House (ACH) Authorization Agreement

1 Vendor / Landlord Remittance Information

Is this a new ACH authorization, or are you updating your current bank information?

NEW - I've never been paid via ACH by Renton Housing Authority

UPDATE - I'm updating my existing ACH banking information with Renton Housing Authority

Payee Name (must match W9)

Federal Tax ID Number (or SSN)

Organization or DBA Name (if applicable)

Street Address / PO

Suite / Apartment

City

State

Zip Code

Email (for remittance advice / notifications)

2 Depository Institution Information

Name on Bank Account (if different than above)

Depository Institution

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Checking

Savings

Bank Routing Number

Bank Account Number

Account Type

3 Vendor / Landlord Authorization Acknowledgment

I, the undersigned Vendor, hereby authorize Renton Housing Authority (hereinafter referred to as RHA) to make payment for services covered by an agreement by using Automated Clearing House (ACH). I agree to provide RHA with written notification of any change in my depository institution, payment instructions, or remittance data instructions by submitting this form with revisions at least ten (10) business days (2 calendar weeks) in advance of changes. In the event of duplicate or fraudulent payment, overpayment, or any payment made in error, I agree to return payment to the RHA upon discovery or after RHA provides sufficient information to support its claim. I accept that payment made to an incorrect account as listed above are timely and complete for any invoiced goods and services.

Name and Title

X

Vendor / Landlord Signature

Date

4 FOR RENTON HOUSING AUTHORITY USE ONLY

I, the undersigned RHA employee, do attest that I have verified the banking information and tax ID.

X

Signature of Renton Housing Authority Employee

Date Verified

Renton Housing Authority Employee (print name)

Title

Yes No I attest, I personally verified the vendor / landlord banking and tax ID information.

Vendor / Landlord Number in SACS

Vendor / Landlord Tax ID / SSN in SACS