



**NEW YORK CITY
HOUSING
AUTHORITY**

NEW YORK CITY HOUSING AUTHORITY

250 BROADWAY • NEW YORK, NY 10007

TEL: (212) 306-3000 • <http://nyc.gov/nycha>

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June 21, 2007

Dear Section 8 Landlord:

The New York City Housing Authority (NYCHA) is pleased to announce that beginning August 1, 2007 your monthly Section 8 subsidy payments can be deposited directly into your designated bank account through an Electronic Funds Transfer. This secure direct deposit method offers several advantages compared to payment by check through the regular mail:

- Immediate availability of funds – no more waiting for checks to clear;
- Assurance of deposit – no more lost checks;
- Personal convenience – no more trips to the bank to deposit/cash checks;
- Free checking – available from many banks with direct deposit.

Enrollment for direct deposit is strictly a voluntary option for you. As an added benefit, you will gain access to a new self-service link on the Section 8 website where you can view your payment history as well as other Section 8 program information. Access to the new link will only be given to landlords who sign-up for the direct deposit program.

Participating landlords will be charged an administrative fee of \$5.00 per direct deposit, which will be deducted from each payment. This is a minimal but necessary amount to enable NYCHA to cover costs associated with this program.

There are three ways to register.

To **sign up online** for direct deposit, go to the Section 8 website at:

<http://www.nyc.gov/nycha>, click on the link for Section 8 Assistance, go to Information for Landlords and look for the Register/Sign-on section.

Or you can fill out the enclosed Direct Deposit Enrollment form and scan or send as an attachment to us via **e-mail** at:

sec8EFT@nycha.nyc.gov

Or you can **mail** the completed Direct Deposit Enrollment form to:

New York City Housing Authority
Section 8 Direct Deposit Program
P.O. Box 3766
New York, NY 10008

Payments through direct deposit are beneficial to both landlords and NYCHA. We encourage you to sign up now. If you do not wish to sign up for direct deposit, simply do nothing. You will continue to get your payments by regular mail. Should you have any questions on direct deposit, please contact us at (212)306-6700.

Sincerely,

Douglas Apple
General Manager