



Section 8 Offices
23B Glade Street, West Haven, CT 06516
Tel: (203) 934-9266
Fax: (203) 937-0306
TTD/TTY 1-800-545-1833 X 901
Section 8 Inspection office
Tel: (203) 691-8444

Equal Opportunity Housing

BOARD OF COMMISSIONERS

Rosemarie Paine, Chairwoman
John R. O'Connor, Vice-Chairman
Wayne A. Orio, Treasurer
Harold Burns
Jasmin Nugent

John P. Counter
Executive Director

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

Dear Landlord:

The Savin Rock Communities has implemented a direct deposit system for the monthly Housing Assistance Payments (HAP) checks. Therefore, please complete and sign the form on the back of this letter, "Authorization Agreement". Please make sure that you return this form with a voided check so that we may accurately process the paperwork. If you are depositing into a saving account, please provide bank back up with account/routing numbers to ensure correct processing.

Also, if you choose, to keep track of and verify HAP payments we have included instructions on signing up for "HMS-PAL" which is an online system where you can look up your payments. Keep the instructions for your records. (see attached)

Thank you for your immediate attention to this matter.

Please complete this form if you are starting direct deposit OR changing your accounts

LL contact name (if different than owner)

Name: _____

Tele: _____

Email: _____



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COMPANY NAME: Savin Rock Communities

I (we) hereby authorize Savin Rock Communities to initiate credit entries and to initiate, if necessary, debit entries and adjustment for any credit entries in error to my (our) Checking/Savings account indicated below at the depository named below, hereinafter called depository, to credit and/or debit the same to such account.

Landlord name _____

DEPOSITORY NAME: _____ BRANCH: _____

CITY: _____ STATE: _____ ZIPCODE: _____

ROUTING NO.: _____ ACCOUNT NO.*: _____

ACCOUNT TYPE: Checking or Savings (please circle one)

***Your account must also enclose a voided check or letter from bank for verification. (No deposit slips).**
 This authorization is to remain in full force and effect until Savin Rock Communities has received written notice from me (or either of us) of its termination in such time and in such manner as to afford Savin Rock Communities and DEPOSITORY a reasonable opportunity to act on it.

NAME ON ACCOUNT: _____
 (PRINT)

NAME OF SIGNEE (IF DIFFERENT) _____
 (PRINT)

SSN or TAX ID#: _____ (Please explain if different than one submitted on W-9)

SIGNATURE: _____ DATE: _____

EMAIL ADDRESS: _____

TELEPHONE #: _____

LIST TENANTS: _____



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SAVIN ROCK COMMUNITIES is excited to introduce our Landlords to our new online **HMS PAL™** system. Using this system, you will be able to register and access information regarding your monthly Housing Assistance Payments (HAP) for all your current tenants. Landlords can use **HMS PAL™** regardless of whether you receive Direct Deposit or payments by check, but by choosing to sign up for Direct Deposit, you can help SAVIN ROCK COMMUNITIES reduce environmental waste, use less paper, and help us become more efficient.

Please take the time to visit the website and familiarize yourselves with the new system at: www.hmsforweb.com/pal. There are instructions provided to assist you in accessing your information. Each landlord will be required to register at **HMS PAL™** and set up a user account. After successful registration, you can log in and check your payment history and print out individual payment information. You will need an e-mail address to complete the on-line process. If you do not have an e-mail account, you can sign up for a free account at www.hotmail.com, www.gmail.com, www.msn.com, or www.yahoo.com. Obtain the email address before registering on the **HMS PAL™** site.

Through **HMS PAL™**, you will be able to view an 18 month payment history and current year to date totals. Your most current payment data will be available online on the day following a check run process. This includes mid-month payments that are applicable for new move-ins, lease ups, and payments that have been held for abatements. However, please allow 3-5 business days for the receipt of your actual payment in your bank account as it takes time for the bank to process your direct-deposits.

You can opt to receive email notifications that a recent payment has been posted to the web, by enabling email notifications. If you would like to receive an email notification, you must select to turn on email notifications after you log in to **HMS PAL™** by clicking on "Email Settings" in the left menu. All landlords who received a payment the previous day and have turned on email alerts will receive an email. The email will let you know that your current month's statement is available online, and it will provide you with a link that will bring you to the login page. If you have questions about how to use **HMS PAL™** please check the FAQ (Frequently asked Questions) link provided throughout the **HMS PAL™** website. If you forget your username or password, there is a "Forgot Password" link below the login dialogue that will email that information to your email address. If you have technical problems with the **HMS PAL™** site, you can email support@hmsforweb.com for assistance. If you have questions about payment dates, payment amounts, etc, you should contact SAVIN ROCK COMMUNITIES directly.

At SAVIN ROCK COMMUNITIES, we are always looking for ways to expedite and simplify our functions in order to better serve both our Landlords and clients. By implementing the usage of **HMS PAL™**, we hope to offer an easier and more convenient method for you to verify Housing Assistance Payment (HAP) information on a monthly basis. For any questions or comments regarding **HMS PAL™**, please email: support@hmsforweb.com. We look forward to receiving feedback from you in reference to the new system.