Biddeford Housing
22 South Street | P.O. Box 2287
Biddeford, ME 04005
207-282-6537 | www.bhousing.org

DIRECT DEPOSIT FORM – Mandatory

Please include a voided check (*not* a deposit slip)- Thank you!

Directions:

- Please complete Sections 1 and 2 and return this form to Biddeford Housing at the address below.
- Payees must notify Biddeford Housing of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 (TO BE COMPLETED BY PAYEE)

A. NAME OF PAYEE (must match IRS Form 1099)	**B.** TYPE OF DEPOSITOR ACCOUNT ☐ CHECKING ☐ SAVINGS
ADDRESS (street, route, P.O. Box, APO/FPO)	**C.** DEPOSITOR ACCOUNT NUMBER
CITY STATE ZIP CODE	Biddeford Housing 22 South Street P.O. Box 2287 Biddeford, ME 04005 Phone: (207) 282-6537 Fax: (207) 286-0580 **You may return via email to:** **mvire@bhousing.org**
TELEPHONE NUMBER (include area code)	
PAYEE / JOINT PAYEE CERTIFICATION I certify that I will receive IRS Form 1099 and am entitled to the payment and that in signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.	
SIGNATURE / DATE	
SIGNATURE / DATE	

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

NAME AND ADDRESS OF FINANCIAL INSTITUTION	ROUTING NUMBER
	DEPOSITOR ACCOUNT NAME (will not receive IRS Form 1099 if different from box A)

SECTION 3 (FOR OFFICE USE ONLY)

RECEIVED BY (INT)/DATE	ENTERED BY (INT) / DATE	NEW OR UPDATE