

# Yolo County Housing

## ACH Payment Enrollment Form

See Terms and Conditions on the YCH website at [www.ych.ca.gov](http://www.ych.ca.gov). Retain a copy of this agreement for your records.

Type of Action (Please Check One)

New  Change  Cancel

### Block 1 - INDIVIDUAL/COMPANY INFORMATION

Individual

SSN#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Street Address \_\_\_\_\_

City, State and ZIP Code \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Company

FEIN#: \_\_\_\_\_ - \_\_\_\_\_

(Federal Employee Identification Number)

Name: \_\_\_\_\_

Business/Organization Name \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Street Address \_\_\_\_\_

City, State and ZIP Code \_\_\_\_\_

Name: \_\_\_\_\_

Authorized Representative \_\_\_\_\_

Title: \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### Block 2 - FINANCIAL INSTITUTION INFORMATION

Institution Name: \_\_\_\_\_

Institution Account Number: \_\_\_\_\_

Nine-Digit Routing Number: \_\_\_\_\_

Your financial institution routing number is usually the first nine digits on the lower left of your check.

Type of Account:  Checking  Savings

***By signing below, I acknowledge that I have read, understand and agree to the Terms and Conditions on Page 2 of this ACH Payment Enrollment Form. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment details are available through landlord access at [www.ych.ca.gov](http://www.ych.ca.gov).

Contact the YCH finance department concerning ACH at (530)669-2239

Completed Forms may be Faxed to (530)662-5429

# Yolo County Housing

## **TERMS AND CONDITIONS**

The standard for any payments made on behalf of Yolo County Housing (YCH) is through the Federal Automated Clearing House, commonly known as ACH or direct deposit. ACH is known to be the safest, fastest and most convenient method of payment. To enroll in the ACH payment process, you must have a valid checking or savings account at a financial institution that participates in ACH. Most banks and credit unions participate in ACH.

In order to successfully carry out YCH's fiscal responsibility, the individual or company agrees:

- To the provisions of this ACH agreement;
- To provide accurate enrollment information;
- That any revised authorization will replace any previous authorization;
- That YCH may reverse any duplicate or erroneous credit entries; and
- That the authorization shall remain valid until it is terminated or revoked in writing or by the closing of the recipient's account at the receiving financial institution.

Submission of the ACH Payment Enrollment Form authorizes YCH to electronically deposit payments through ACH to the financial institution listed on Page 1 (Block 2) pertaining to payments issued by the YCH Finance Department for rent and/or vendor payments, whichever is applicable.

Your authorization shall remain in effect until advanced written notice of termination is produced to YCH. Such notice should afford YCH and the financial institution named on Page 1 (Block 2) minimum of thirty (30) days to act on it. It is your responsibility to provide an updated ACH Payment Enrollment Form to YCH updating any changes to your financial institution, routing and account number(s).

Notice to YCH should be addressed to:

Yolo County Housing  
Finance Department  
147 W. Main Street  
Woodland, Ca 95695

YCH reserves the right to reverse any duplicate or erroneous credit entries.