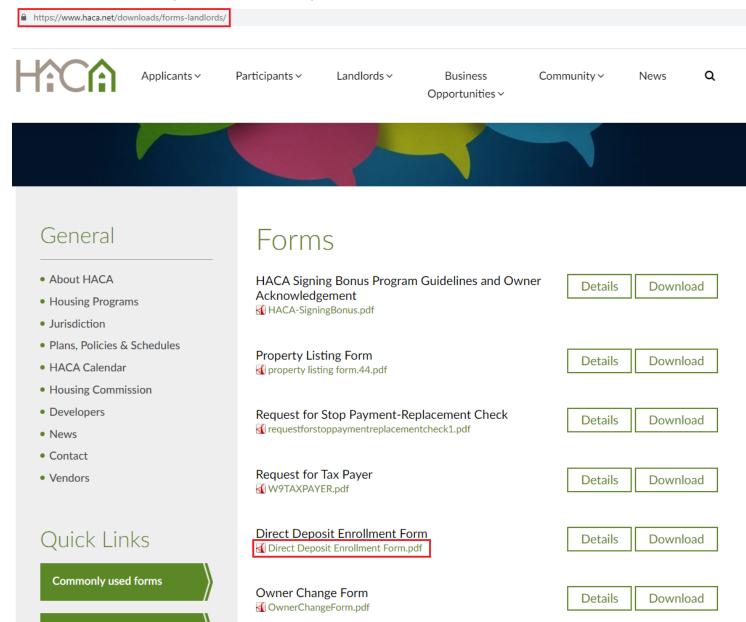
1. Go to https://www.haca.net/downloads/forms-landlords/

2. Click on Direct Deposit Enrollment Form.pdf to download the form



- 3. Fill out the 2-page enrollment form and attach a voided check (for a checking account) or a savings withdrawal slip (for a savings account). If you don't have a voided check or a savings withdrawal slip, please obtain a letter from your bank that states your account number and the bank's routing number.
- E-mail the complete form and voided check copy to <u>directdeposit@haca.net</u> or you can mail it to: HACA Attn: Accounting

Attn: Accounting 22941 Atherton Street Hayward, CA 94541

FOR NEW LANDLORDS ONLY: Please include the W-9 packet with the direct deposit enrollment form.

*Please note it might take 4 weeks to set up direct deposit. You can call 510-538-8876 to check on the status of your request.

5. Sign up for our landlord portal to view payment details. Go to <u>https://www.haca.net/</u> and click on Landlord Partner Access under Landlords. Please contact <u>portalhelp@haca.net</u> to get your registration key.