



TEXAS CITY HOUSING AUTHORITY

MANDATORY DIRECT DEPOSIT POLICY

Effective September 1, 2013 all Utility Assistance Payments (UAP) will **only** be available via Direct Deposit and the Housing Authority will no longer mail paper checks for this assistance. Listed below are guidelines established for Direct Deposit of Utility Assistance Payments.

- Direct deposit of Utility Assistance Payments (UAP) to qualifying participants will be deposited into the participant's bank account at an approved financial institution.
- Direct deposits can only be sent to a **checking or savings account** and cannot be sent to prepaid credit cards.
- Direct deposit of Utility Assistance Payments (UAP) **cannot** be set up to go to a third party's account. This includes any account where the participant is not named on the account.
- Direct deposit will be considered a condition of assistance received by the participant from the Housing Authority.
- A participant who fails to timely complete and submit the direct deposit form shall not receive any Utility Assistance Payments (UAP). The participant's payments will be placed in a holding account until such time as the process is completed to establish direct deposit.