



## Vendor Direct Deposit Form

Dear Vendor Partner,

To better serve you, the East Point Housing Authority has implemented a new payment process designed to expedite payments and reduce check processing costs. We are confident this improvement will enhance our service to our valued vendor partners.

Additionally, we encourage all our vendor partners to submit invoices to us via email to [vendors@eastpointha.org](mailto:vendors@eastpointha.org). This will also expedite payment processing.

It's very easy to get started, simply email a **"VOID"** check from your bank account to ensure accurate setup in our Accounts Payable system. The following information is needed to establish your direct deposit account. PLEASE include the following to ensure accuracy in data entry:

**Name of Vendor:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Name of Financial Institution:** \_\_\_\_\_

**Routing Transit:** \_\_\_\_\_

**Bank Account #:** \_\_\_\_\_

**Type of Account:**  Checking  Savings

**Vendor Representative Name:** \_\_\_\_\_

**Representative Phone Number:** \_\_\_\_\_

**Representative Signature:** \_\_\_\_\_

Please email the form to EPHA Finance Dept. [vendors@eastpointha.org](mailto:vendors@eastpointha.org)

Thank you,

**Finance Department**

East Point Housing Authority  
P.O. Box 91363  
East Point, Georgia 30364-0363  
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Fax: 404.669.0056  
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