

**HOUSING AUTHORITY OF THE COUNTY OF LAWRENCE**

**ACH WITHDRAWAL**

**THE HOUSING AUTHORITY OFFERS VOLUNTARY ACH WITHDRAWAL FROM YOUR ACCOUNT FOR YOUR ACCOUNT BALANCE.**

**WE WILL SEND YOU YOUR STATEMENT AS WE NORMALLY DO AT THE BEGINNING OF THE MONTH AND WILL WITHDRAW YOUR BALANCE ON THE 10<sup>TH</sup> OF EACH MONTH OR THE FIRST BUSINESS DAY AFTER THAT IF THE 10<sup>TH</sup> FALLS ON A WEEKEND OR BANK HOLIDAY. ANY ACCOUNT DISCREPANCIES MUST BE CORRECTED NO LATER THAN THE 5<sup>TH</sup> OF THE MONTH IN ORDER TO ALLOW PROCESSING TIME.**

**IF YOU ARE INTERESTED IN THIS SERVICE, PLEASE ATTACH A VOIDED CHECK OR DEPOSIT SLIP (for savings accounts only), COMPLETE THE FOLLOWING INFORMATION, AND RETURN TO YOUR MANAGER AS SOON AS POSSIBLE.**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**Please check one:**

**CHECKING** \_\_\_\_\_

**SAVINGS** \_\_\_\_\_

**SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT Tara Sheffler AT 724-656-5100 EXT. 210.**

**or**

**E-mail: [tsheffler@lawrencecountyha.com](mailto:tsheffler@lawrencecountyha.com)**

**THANK YOU.**