



**Central Texas Council of Governments**

**Housing Assistance Division**

2180 N. Main St. ▪ PO Box 729 ▪ Belton Texas 76513  
254-770-2300 ▪ 1-888-488-4911 ▪ (Fax) 254-770-2329

**DIRECT DEPOSIT  
INFORMATION**

The Central Texas Council of Governments/Housing Assistance Division uses direct deposit as the method of payment of our landlord's/property manager's monthly Housing Assistance Payment (HAP). After signing up for direct deposit, your housing assistance payments will be electronically deposited into your checking or savings account each month and you will be able to access your payment information online. There is an enrollment form included with this correspondence and posted on our web page ([www.ctcog.org](http://www.ctcog.org)). No change to your present banking relationship is necessary for this service.

**Direct Deposit offers you many benefits, including:**

- Faster delivery of your payment because you don't have to wait for a mailed HAP check to reach you.
- Elimination of the possibility of lost, stolen, or forged checks.
- Saving time because you do not have to make a trip to the bank to deposit your check.
- Faster and easier access to your payment information online using a secure, password-protected account.

Your enrollment form will be processed by our office when it is received and your next housing assistance payment will be electronically deposited in the bank account you designate. Your HAP statement will be provided online at [www.hmsforweb.com/pal](http://www.hmsforweb.com/pal). This online system, called HMS PAL (Payment Access for Landlord), offers fast and secure access to your payment information. It provides 18 months of payment history, current year-to-date totals, and tenant payment details, including tenant address. Your most current direct deposit payment data will be available online on the day following the processing of your housing assistance payment. You will have the option to receive monthly e-mail notifications that your HAP statement has been posted online, if you provide your e-mail address on the enrollment form. You can also receive email notifications at more than one address, up to a maximum of three, by providing these additional email addresses on the enrollment form as well.

Please complete the **Authorization for Electronic Direct Deposit** form included with this correspondence and posted on our web page ([www.ctcog.org](http://www.ctcog.org)). Provide the required information for the account in which you would like the payment to be deposited each month. **You must attach a voided check if you designate a checking account or a deposit slip if you designate a savings account. Your enrollment in Direct Deposit cannot be processed without the appropriate voided check or deposit slip.**

Please **mail or deliver** completed enrollment form and the voided check or deposit slip to:

CTCOG/Housing Assistance Division  
2180 North Main Street  
PO Box 729  
Belton, TX 76513

***Faxed or e-mailed enrollment forms cannot be processed.  
CTCOG/Housing Assistance Division must have your original signature on file.***

If you have any questions, please contact our Payment & Administrative Specialist, Edith Cooke, at 254-770-2311.

**WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to knowingly and willfully falsify, conceal or cover up by any trick a material fact; make any materially false, fictitious or fraudulent statement or representation; or make or use any false writing or document knowing the same to contain any materially false, fictitious or fraudulent statement or entry to any Department or Agency of the U.S. as to any matter within its jurisdiction.**