ILLINOIS HOUSING DEVELOPMENT AUTHORITY

AUTOMATED CLEARING HOUSE (ACH) BANK DEBIT AUTHORIZATION FORM

Instructions: Please complete all sections of this form to authorize IHDA to initiate electronic debit entries (withdrawals) from your designated bank account. **Please type all responses directly into the form. Handwritten submissions will not be accepted.**

SECTION 1: SUPPLIER IDENTIFICATION	
Legal Business Name	
Doing Business As (DBA) *(If applicable)*	
Business Street Address	
City, State, ZIP	
IHDA Project / Loan Number (if applicable)	

SECTION 2: BANKING DETAIL SPECIFICATIONS		
Financial Institution (Bank Name)		
ACH Account Name (Title of the Account)		
Bank Routing Number (9-Digit RTN)		
Bank Account Number		
Account Type *(Check one)*	☐ Checking	☐ Savings
Action Requested *(Check one)*	☐ New Enrollment	☐ Change Existing Account

SECTION 3: AUTHORIZATION & SIGNATURE

By signing below, the authorized representative certifies that the banking information provided above is accurate and belongs to the legal entity listed in Section 1. The supplier authorizes the **Illinois Housing Development Authority** to initiate electronic debit entries (withdrawals) from the designated account listed in Section 2, and to debit the same account for any adjusting entries made in error.

The Supplier is responsible for periodic review and update of this information. IHDA cannot be responsible for updates unless provided to us in writing. The Supplier assumes all legal and liability responsibilities related to the transactions executed under this form.

The authority reserves the right to request an updated authorization at any time at its sole discretion.

Authorized Signature:	
Printed Name:	
Corporate Title:	
Date:	

SECTION 4: SUBMISSION INSTRUCTIONS

Do not email this form unencrypted. To safeguard your banking data and comply with IHDA cybersecurity standards, completed forms and required supporting documents must be submitted through one of our approved secure channels.

Please **choose one** of the following secure submission methods:

- **Option A: ShareFile (Secure Portal)**
  Upload your completed document directly to our secure ShareFile portal using the upload link provided by your IHDA representative.

- **Option B: IHDA Connect (Secure Portal)**
  Submit your file through the secure document transfer portal within IHDA Connect using the login credentials provided by your IHDA representative.

Next Step: Please coordinate directly with your primary IHDA contact to determine the preferred and most efficient secure submission method for your specific account. Submissions received via standard, unencrypted email will be rejected immediately to protect your financial information.

For IHDA Internal Purposes *(not required):*

Template ID No.	
Loan No.	