ILLINOIS HOUSING DEVELOPMENT AUTHORITY

AUTOMATED CLEARING HOUSE (ACH) BANK CREDIT AUTHORIZATION FORM

Instructions: Please complete all sections of this form to initiate or update your electronic payment direct deposit details. If you are a new payee receiving funds from IHDA for the first time (such as a new vendor, grantee, landlord, or property manager), a completed and signed IRS Form W-9 is required with your submission. Please email your W-9 directly to your designated IHDA contact. Please type all responses directly into the form. Handwritten submissions will not be accepted.

SECTION 1: SUPPLIER IDENTIFICATION	
Legal Business Name *(Must match W-9)*	
Doing Business As (DBA) *(If applicable)*	
Business Street Address	
City, State, ZIP	
IHDA Project / Loan Number (*If applicabl*)	

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 credit entries, and if necessary, debit entries or adjustments for any credit entries made in error, to the bank account listed in Section 2. The Illinois Housing Development Authority reserves the right to request an updated authorization at any time at its sole discretion. The authority reserves the right to request an updated authorization at any time at its sole discretion.

MANDATORY SECURITY VERIFICATION AGREEMENT:

1. This ACH setup will remain pending until an independent verbal verification call is successfully completed.
2. A representative from the **Illinois Housing Development Authority** will contact the phone number we currently have on file, the phone number that is listed on your website, or contact you through the email address we have on file to schedule a video conference call for verification to confirm these banking details before any funds are released. Additionally, the primary point of contact who maintains the active business relationship with IHDA, or an authorized representative of such contact, must possess and confirm these bank details so that they can be verbally verified during the security call.
3. The Supplier is responsible for periodic review and update of this information. IHDA cannot be responsible for updates unless provided to us in writing (with subsequent verbal verification). The Supplier assumes all legal and liability responsibilities related to the transactions executed under this form.

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 files 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.	