



# PHFA

**PENNSYLVANIA HOUSING FINANCE AGENCY**

211 North Front Street, Harrisburg, Pa 17105-8029

(717) 780-3871/Fax (717) 780-3872/TTY (717)-780-1869

Website: [www.phfa.org](http://www.phfa.org)

Re: ACH Transfer

The Pennsylvania Housing Finance Agency will use the Automated Clearing House (ACH) system to electronically transfer funds. We also want to have the necessary information to send paper checks if we have to, for certain (irregular) payments. We'd like to gather the following information now in order to support both transmittal methods.

Please provide the following information:

Full Name of Organization that will be holding the escrowed funds: \_\_\_\_\_

Is this Organization a PHFA Participating Lender for Keystone Loans?  Yes  No

Primary Contact for Mailed Checks:

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

If different, please provide contact information for the correct contact person when PHFA transitions to electronic funds transfer (EFT):

Primary Contact for EFT Transfers:

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Financial Information:

Bank Routing Number \_\_\_\_\_

Bank Account Number \_\_\_\_\_

What type of Account?

(Checking, Savings, Other, please specify) \_\_\_\_\_

For future reference, when the information pertaining to your bank accounts changes, you must notify PHFA in writing providing us with at least 2 weeks advance notice. We will confirm all banking changes with the R&R primary contacts prior to implementing them. If you have any questions feel free to reach Roberta Schwalm, Tammy Miller or Kate Newton at 800-822-1174.

Signature of Person Submitting LPA Information

\_\_\_\_\_  
Date