



Landlord/Vendor

Family

Direct Deposit Waiver

As of July 1st 2019, Halo Network Inc.'s Self Direction Program will be switching from live check payments to Direct Deposit Payments. We have requested that the individual who will be submitting the expense report for the reimbursement complete a Direct Deposit Authorization form and submit it with the necessary accompanying documents. **This waiver is for individuals who are opting out of Direct Deposit.**

By opting out of Direct Deposit, you are agreeing to the following:

1. A live check will be generated by TD bank and mailed to the address provided below
 - Should your address change, this form must be filled out with the updated information, signed, and sent to your FI coordinator before payments are being sent out.
2. Once the live check is mailed, you will wait until it is delivered via the United States Postal Service (USPS)
3. Should there be an issue with the check (lost, stolen, destroyed) before or after it is received, you will pay the check reissue fee of in the amount of thirty (30) dollars.
 - The check will not be reissued until the fee is received by Halo Network Inc.
 - The reissued check will be picked up at our Halo Network location in Amityville

Please note: If the check is compromised, the payment will be held until an investigation can take place before the check can be reissued.

First Name		Last Name	
Street		Suite/Apt #	
City	State	Zip	

I, _____, officially opt out of Halo Network Inc's effort to switch from Live Payments to Digital Payments via direct deposit. By signing below, I agree to the terms listed above and will follow course of action necessary to replace a check if there is an issue with the payment.

Family Signature (Required)

Date

Landlord Signature

Date