

## PASADENA COMMUNITY DEVELOPMENT COMMISSION

## RE: Housing Assistance Payment Automatic Deposit Program (PayMode)

Dear Property Owner/Agent:

On May 29, 2009, the Pasadena Community Development Commission (PCDC) mailed a letter to all participating property owners/agents regarding the future automatic deposit program of Housing Assistance Payments. More than 75% of our property owners/agents requested the automatic deposit service.

The PCDC is now entering the next phase of this implementation process. Each property owner/agent will need to immediately start on-line enrollment at www.bankofamerica.com/paymode/cityofpasadenaca. Effective November 1, 2009, electronic Housing Assistance Payment will be available for deposit to your account. We value your service and cooperation during this new implementation process and transition, so please make this a priority to sign up on line. Remember, this process will:

- Save time and money PayMode reduces the labor, hassle, expense, and risks associated with checks and other traditional electronic methods. There is no charge to receive an electronic payment from the City of Pasadena via PayMode.
- Enhance cash flow Electronic payments through PayMode provide cash flow benefits by eliminating mail and paper check float.
- Fit with existing systems and banking practices PayMode requires no purchase
  of software, no modifications to your existing accounts receivable systems, and no
  changes to your bank or bank accounts.
- Include detailed remittance information PayMode enables delivery of digital remittance information along with the payment for easier reconciliation. Each time you receive a payment through PayMode, you will be sent electronic notification.
- **History of payments** A detailed history of all payments from the City of Pasadena will be available to you at the PayMode website.
- **Going green** Paperless electronic payments are more secure, save money and also help conserve the environment by eliminating printing and mailing paper checks.

Should you require assistance or have any questions with enrollment on the PayMode process, please contact Bank of America's PayMode service toll free at 1-866-252-7366. PayMode will notify us of your enrollment and electronic payments will begin shortly thereafter. For any other questions regarding your monthly Housing Assistance Payment, please contact Eric Negrete of the PCDC at (626)744-8302. Thank you for your cooperation during the Paymode implementation process.

Sincerely,

Myrtle Dunson Housing Assistance Officer