



Payroll Rent Deduction Program

SAVE TIME AND MONEY

If you are an employee of a New York City Agency who receives a bi-weekly or semi-monthly paycheck and you are also a NYCHA resident, then the Payroll Rent Deduction Program is designed especially for you.

You can have your rent deducted from your paycheck automatically and conveniently through NYCHA's Payroll Rent Deduction Program.

HOW TO ENROLL IN THE PROGRAM

1. Review your monthly rent bill to make sure that you are current with your rent payments.
2. If you are not current with your rent payments, staff at your Management Office will show you how the Payroll Rent Deduction Program can still work for you.
3. Fill out the attached authorization form.
4. Take the completed authorization form to your Management Office with a copy of your most recent pay stub.
5. Staff at your Management Office will review and if approved, process your request.

HOW THE PROGRAM WORKS

1. One half of the amount you owe on your monthly rent bill will be deducted from your paycheck each pay period.
2. Your rent account will be updated every pay day.
3. You will continue to receive your Monthly Billing Statement each month.
4. If a month has three pay periods, NO deduction will be made from the third pay period.
5. If you are a Department of Education employee who receives paychecks in advance during the summer, the amount deducted from your paycheck will remain the same for that period.

If you have any questions about this program, please contact your Management Office or (212) 306-6645. Please do not call your Payroll Department.