

## FORM 1-2 INSTRUCTIONS

### DESIGNATION OF DEPOSITORY FOR DIRECT DEPOSIT OF CDBG FUNDS

Enter the following information on Form 1-2 and submit the Form to your OCR Community/Economic Developer. Retain a copy for your files.

**SECTION I** - This section is to be completed by the Recipient.

**Recipient Name and Mailing Address** - Insert name and complete address of the Recipient.

**Project #** - Enter the OCR assigned Project #.

**Contact Person** - Enter the name and telephone number of the person the OCR should contact if there are any questions with the Designation of Depository Form.

**Designation of Financial Institution** - Enter name and address of the Recipient's financial institution where CDBG funds will be electronically transferred (Insert Project #).

**Signature of Chief Elected Official** - Enter the name, title, date, and signature of the Chief Elected Official.

**SECTION II** - This section is to be completed by the Recipient's financial institution.

**Bank Name & Branch** - Enter the name of the Recipient's bank and the branch which will receive CDBG funds.

**Routing Number and ABA Number** - Enter the Recipient's financial institution CDBG bank account routing number for the electronic transfer of funds.

**Account Number** - Enter the account number of the Recipient's CDBG account.

**Signature of Authorized Bank Officer** - Enter title, date and signature of authorized bank officer of Recipient's financial institution.