



**OFFICE OF HOUSING & COMMUNITY DEVELOPMENT**  
112 ST. MARTY STREET | PO BOX 5418 | THIBODAUX, LA 70302  
TELEPHONE/TDD 985.446.7217 | FAX 985.446.7226

### **EMAIL AUTHORIZATION FORM**

Section 8 Housing Landlords with the City of Thibodaux shall receive EFT remittances via email from [incode\\_top@ci.thibodaux.la.us](mailto:incode_top@ci.thibodaux.la.us) with an attached PDF document. In order to access or open the attachment, a personal computer with ADOBE ACROBAT Reader Version 9.0 or later should be used or a smartphone with PDF capability. To ensure the email is not filtered as junk, this email address can be added to the safe recipient list. The email is computer generated and any reply to it will not be received by a staff person.

Please complete the email authorization form below including a valid PERSONAL/BUSINESS email address and return it our office. Any landlords that do not supply an email address will not receive an EFT notice starting January 2023 and beyond.

If you need assistance, please contact our office at 985-446-7217.

| <b>LANDLORD INFORMATION</b> |  |
|-----------------------------|--|
| <b>Business Name:</b>       |  |
| <b>Your Name:</b>           |  |
| <b>Signature:</b>           |  |
| <b>Date:</b>                |  |
| <b>Valid Email Address:</b> |  |