

Ilion Housing Authority
London Towers
100 W. Main Street
Ilion, NY 13357

December 29, 2008

Memorandum for the Residents of Ilion Housing Authority

Re: Cash Policy Change

Dear Residents:

Effective January 1, 2009, the Ilion Housing Authority will no longer accept cash at London Towers for rent or other payments. Acceptable forms of payment for London Towers are check, money order, credit card (Mastercard or Visa), and debit cards.

The following is for residents who wish to continue paying with cash.

Where. For those residents who wish to continue to make cash payments, may do so, but must make these payments at the Adirondack Bank, Ilion Branch, located at 296 W. Main Street, Ilion, NY.

Cash Receipt Form. If you are planning on making cash payments at Adirondack Bank, you will need to pick up a “cash receipt” form from the London Towers office or contact the office and we will mail the form to you.

Ilion Housing Authority. The top part of the cash receipt form will be filled out and signed by Ilion Housing Authority staff. This will include your “Name”, “Log Number” (internal tracking number), “Amount Owed”.

Adirondack Bank. When you make your payment at Adirondack Bank, a bank representative will complete the form that will indicate the “Amount Paid” and “Date Paid” and then sign (or stamp) the form.

Resident. After the form and transaction is completed, please sign the form and the original will serve as your receipt. The date that the payment was made at the bank will also be the date of payment listed on your account. (Note: If you do not pay the full amount owed, then you must pick up another cash receipt for future payments.)

If you have any questions, please feel free to contact me. Thank you.

Sincerely,

Jeffrey C. McTiernan
Executive Director