



MEMPHIS HOUSING AUTHORITY

700 Adams Avenue Memphis, Tennessee 38105 (901) 544-1347 (Main) (901) 544-1189 (Fax) www.MemphisHA.org

DIRECT DEPOSIT FAQ SHEET

1. Q: Is the option available for tenants?

A: No, this option is currently only being extended to owners.

2. Q: How do I set up direct deposit?

A: Please complete and return the following documents to our office:

- 1) Authorization agreement for direct deposit
- 2) W-9
- 3) Copy of voided check or a statement from bank specifying the account name, type of account, routing number, and account number.

3. Q: When will direct deposit take effect?

A: Please allow 60 days for processing.

4. Q: How will I know how much my HAP payments will be once direct deposit is set up?

A: You will receive an ACH statement each month reflecting the amount of the HAP payment and the tenant the payment was made for.

5. Q: Is it mandatory?

A: Yes. This is the only method of payment available to remit subsidy payments to owners/landlords.

6. Q: What if the name on my bank account is different than the name on my HAP check?

A: In order to process your request for direct deposit, the name on the bank account, the authorization agreement, and the W-9 must match the name on the vendor account in our system of record. If your name has changed, you must submit proof of a name change and a completed a vendor change form before we can proceed with processing your request for direct deposit.

7. Q: Can I split the direct deposit between different bank accounts?

A: Unfortunately, we do not have that capability. We can only deposit funds into one account.

8. Q: Can I put both me and my spouse's name on the W-9 since we file taxes jointly?

A: For IRS tax reporting purposes, you only need to list the name on the W-9 and authorization agreement forms that is associated with the TIN or SSN reflecting on your vendor account.

9. Q: When will the deposit be made each month?

A: The funds will be scheduled for deposit on the 1st of each month. When the funds will be available to you depends upon your financial institution.

10. Q: What if I change bank accounts?

A: You will be required to complete a new authorization agreement form for direct deposit identifying that it is a change request and provide a voided check or statement from the bank for the new bank account.

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

I (We) hereby authorize the Memphis Housing Authority to initiate HAP payments to my (our) account in the financial institution named below and authorize the financial institution to credit the same to my (our) account. This authorization is to remain in effect unless revoked by the vendor in writing to the Memphis Housing Authority. By accepting direct deposit of housing assistance payments the payee certifies that any unit(s) assisted under the Housing Assistance Payments (HAP) Contract are in full compliance with said contract terms. Account changes must be reported to the Memphis Housing Authority thirty (30) days prior to the actual change. With this authorization, the Memphis Housing Authority may make adjustments, either credit or debit, to correct any errors associated with any previous HAP credit into the payees account.

Please complete the following information and attach copy of voided check and W-9 Form.

SECTION 1 – (To be completed by vendor)

TYPE OF TRANSACTION (check one): ADD CHANGE DELETE

VENDOR NAME: _____

FEDERAL TAX ID OR SOCIAL SECURITY NUMBER: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____ PHONE NUMBER (CELL): _____

FAX NUMBER: _____ EMAIL ADDRESS: _____

SECTION 2 – (To be completed by vendor - Financial Institution Information)

BANK NAME: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

TYPE OF ACCOUNT: CHECKING SAVINGS

BANK ROUTING NUMBER: _____

BANK ACCOUNT NUMBER: _____

PAYEE PRINTED NAME AND SIGNATURE _____

GO-PAYEE PRINTED NAME AND SIGNATURE _____

DATE _____

COMPLETED: _____

Pursuant to 18 USC1001 Whoever, in any manner within the jurisdiction of the executive, legislative, or judicial branch of the government of the United States, knowingly and willfully (1) falsifies, conceals, or covers up any trick, scheme or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious statement or entry shall be fined under this title or imprisoned not more than 5 years, or both. Owners and Management Agents who violate this law may also be debarred from future participation in the Housing Choice Voucher Program.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number												
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.