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DIRECT DEPOSIT SIGN-UP FORM

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4350.2 REV-1

APPENDIX 16

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INSTRUCTIONS FOR PREPARING STANDARD FORM 1199A

SECTION 1:

Block A: Enter the name, address and telephone number of the payee--Public Housing Agency (PHA), private owner or the private owner's management agent if the private owner wants the Department to send the funds directly to the management agent.

Block B: Enter the Taxpayer Identification Number (TIN) for the payee entered in Block A. The TIN is either the payee's social security number or the payee's employer identification number. Remember, social security numbers have nine digits separated by two hyphens: e.g., 000-00-0000, and employer identification numbers have nine digits separated by one hyphen; e.g., 00-0000000.

Block C: Enter the code (project) number that is shown on the first line of the mailing address on the HAP Contract.

PAYEE/JOINT PAYEE CERTIFICATION. Signature of an official of the PHA or the private owner (or designated agent of the private owner) that would have the authority to direct the Department to send funds to the designated payee as shown in Block A.

Block D: Insert "X" for either checking or savings.

Block E: Insert the bank account number of the payee shown in Block A. If payee is PHA, insert bank account number of the PHA. If private owner is payee, insert bank account number of private owner. If management agent is payee for the private owner, insert bank account number of management agent. The account number should appear exactly as it does in the financial institutions records. Within the account number, hyphens are acceptable;

spaces and other characters are not.

Block F: Insert "X" in the box preceding "Other" and enter "SEC-8" on the line after "Other."

Block G: Leave blank.

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INSTRUCTIONS FOR PREPARING STANDARD FORM 1199A (continued)

Joint Account Holders, Certification

First line, insert the name of the private owner as it is shown in the Section 8 Contract with the Department. This would be the same name entered in Block A unless the funds are paid to the private owner's management agent. For a PHA, leave blank.

Second line, insert the private owner's TIN. This would be the same TIN shown in Block B unless the funds are paid to the private owner's management agent. For a PHA, leave blank.

SECTION 2 Insert the name and address of the Regional Accounting Division that services your area.

SECTION 3 Take the SF-1199A to your financial institution for completion.

PLEASE DO NOT FORGET TO ATTACH A COPY OF A BLANK CHECK MARKED "CANCELED" OR "VOID" PRIOR TO MAILING.

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