



**HOUSING CHOICE VOUCHER PROGRAM
DIRECT DEPOSIT AUTHORIZATION
P. O. Box 4545 Richmond Va. 23220
Phone: 1-877-VHDA-123 (877-843-2123)
Fax 1-804-343-8385**

Tenant Name:

Rental Property Address:

Zip _____

CHECK ONE:

New Authorization: I hereby authorize the Virginia Housing Development Authority (VHDA) to deposit into my account any and all housing assistance payments payable by VHDA to me under the Housing Choice Voucher Program and to correct entries for such deposits hereafter made in such account. This authority will remain in force until I have submitted a written revocation to VHDA, which revocation shall be in such form and shall be submitted prior to such date as VHDA shall require. I understand that VHDA reserves the right to make such payments to me by check rather than by direct deposit.

Change in Authorization: The data set forth herein shall supersede the data previously submitted by me to VHDA, and I hereby confirm the authority of VHDA to deposit housing assistance payments payable to me under the Housing Choice Voucher Program and to correct entries for such deposits in accordance with my prior authorization as changed hereby. I understand that VHDA reserves the right to make such payments to me by check rather than by direct deposit.

Terminate the direct deposit account by emailing LLPartnerPortal@vhda.com.

VHDA agrees to process this Authorization no later than fifteen (15) days of receipt.

Return this form to VHDA HCVP P O Box 4545 Richmond VA 23220 or LLPartnerPortal@vhda.com or fax 1-804-343-8385

ALL SECTIONS MUST BE COMPLETED BY THE PAYEE (otherwise there will be a delay in processing your request)

DEPOSITOR'S ACCOUNT INFORMATION

Depositors' Payee Name _____

Phone Number (_____) - _____ E-mail _____

FINANCIAL INSTITUTION INFORMATION

Financial Institution Name _____

Select Your Account Type Checking Savings

Transit Routing Number _____

Bank Account Number: _____

Checking: **Voided Check** is attached (**not a checking account deposit slip**) or a bank signed letter confirming account and routing number – will not process without required information.

Savings: Bank signed letter confirming saving account and routing number – will not process without required information.

Authorization of Direct Deposit

Print Name _____ Payee SSN/TaxID _____

Signature _____ Date _____

VHDA USE ONLY: Entity ID: _____ Initials/Date: _____

VIRGINIA HOUSING DEVELOPMENT AUTHORITY
601 SOUTH BELVIDERE STREET | RICHMOND, VIRGINIA 23220 | PHONE: 877-VHDA-123 | TDD: 804-783-6705 | VHDA.COM

**Request for Taxpayer
 Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

*Print or type
 See Specific Instructions on page 2.*

Name (as shown on your income tax return) _____

Business name, if different from above _____

Check appropriate box: Individual/Sole proprietor Corporation Partnership Other ▶ _____ Exempt from backup withholding

Address (number, street, and apt. or suite no.) _____

City, state, and ZIP code _____

List account number(s) here (optional) _____

Requester's name and address (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 your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								
or								
Employer identification number								

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. person (including a U.S. resident alien).

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 on page 4.)

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding,
- or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- o An individual who is a citizen or resident of the United States,
- o A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

o Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.