

**HOUSING AUTHORITY OF THE CITY OF LOS ANGELES**  
SECTION 8 OWNER SERVICES  
2600 WILSHIRE BLVD LOS ANGELES 5<sup>th</sup> Floor, CA 90057 Ph: (213) 252-4249  
E-mail: [Owner.Services@hacla.org](mailto:Owner.Services@hacla.org)  
**DO NOT FAX THIS FORM**

<b>OFFICE USE ONLY</b>
<b>ENTITY ID:</b>
<b>PROCESS #:</b>
<b>PREV VND #:</b>
<b>PAYEE #:</b>
<b>PREV PAYEE #:</b>
<b>EFF.DATE:</b>
<b>RELEASED RIM HOLD:</b>

Please check one of the following below:

- NEW OWNER       OWNERSHIP CHANGE       PAYEE CHANGE
- OWNER ADDRESS CHANGE       PAYEE ADDRESS CHANGE

**SIGNATURES & COPIES OF VALID PICTURE ID ARE REQUIRED FOR ALL REQUESTS**

1. For **NEW OWNER / OWNERSHIP CHANGE**, please fill out sections **1, 2, 3, 4, 5, 6**  
2. For **PAYEE CHANGE**, please fill out sections **1, 2, 3, 4, 5, 6**  
3. For **OWNER ADDRESS CHANGE**, please fill out sections **1, 6, 8**  
4. For **PAYEE ADDRESS CHANGE**, please fill out sections **1, 6, 9**  
5. For **AUTHORIZATION**, please fill out section **1, 6, 7** (See reverse side)

**SECTION (1).** Name of current owner (s), on Title or Business Entity on Title (As they appear on property deed):

A. \_\_\_\_\_ Tax I.D. \_\_\_\_\_  
(Must match W-9)

B. \_\_\_\_\_

C. Email Address: \_\_\_\_\_

**SECTION (2).** Name of Payee on HAP Check: \_\_\_\_\_  
(If different from owner)

Payee Tax I.D. \_\_\_\_\_ Tel No. (    ) \_\_\_\_\_  
**Must be different from owner's Tax I.D**

**SECTION (3).** Permanent Street Address: \_\_\_\_\_  
(No P.O Box or P.M.B)    Street #      Street Name/Suite      City      State      Zip

**SECTION (4).** Mailing Address: \_\_\_\_\_  
Street #      Street Name/Suite      City      State      Zip

**SECTION (5).** Do you want to authorize third party to negotiate and sign Section 8 contract?  YES (Fill out section 7)  
 NO

**SECTION (6).** Provide complete address of Section 8 Unit: (Attach a separate sheet to this form for additional addresses)

A. \_\_\_\_\_  
Street #      Street Name/Suite      City      State      Zip

B. \_\_\_\_\_  
Street #      Street Name/Suite      City      State      Zip

C. \_\_\_\_\_  
Street #      Street Name/Suite      City      State      Zip

D. \_\_\_\_\_  
Street #      Street Name/Suite      City      State      Zip

E. \_\_\_\_\_  
Street #      Street Name/Suite      City      State      Zip

F. \_\_\_\_\_  
Street #      Street Name/Suite      City      State      Zip

**WARNING:** 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing any false, or fictitious, or fraudulent statement or entry in any matter within the jurisdiction of any department or agency of the United States, shall be fined or imprisoned for not more than five years, or both.

**SECTION (7). AUTHORIZATION.** Name of person(s) authorized to negotiate and sign Section 8 HAP Contracts and request changes (owner address, payee address, direct deposit, and payee).

(Attach a separate sheet to this form to add more)

A. Name (Print): \_\_\_\_\_ Tel No. ( ) \_\_\_\_\_

B. Name (Print): \_\_\_\_\_ Tel No. ( ) \_\_\_\_\_

**SECTION (8). OWNER ADDRESS CHANGE**

Owner or Vendor Account Number: \_\_\_\_\_ Tel No. ( ) \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Tenant Address: \_\_\_\_\_

Previous Mailing Address: \_\_\_\_\_

New Mailing Address: \_\_\_\_\_

Residence Address: \_\_\_\_\_  
(If different from mailing address)

**SECTION (9). PAYEE ADDRESS CHANGE**

Payee Vendor Account Number: \_\_\_\_\_ Tel No. ( ) \_\_\_\_\_

Previous Mailing Address: \_\_\_\_\_

New Mailing Address: \_\_\_\_\_

**SECTION (10). OWNERSHIP CHANGE**

Name: \_\_\_\_\_ Tax I.D.: \_\_\_\_\_

Other/ Comments (Please print): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing the form, the owner(s) agrees to be bound by and comply with the HAP Contract and HAPP RFTA-13, *Owner Certification of No Conflict of Interest*. A sample HAP contract and HAPP RFTA-13 forms can be viewed and downloaded at <http://www.hacla.org/owner-info/>. The Section 8 payment will be placed on hold when we receive this completed form. No change in payments can be made until all required documentation has been received and verified by the Housing Authority. Our Section 8 payments are sent to owners on the 1<sup>st</sup> of each month. The **new owner** is responsible for obtaining any payment that may have been posted to the previous owner's account if we receive this form after the 15<sup>th</sup> of the month. **Outstanding debts and judgments may be reported to the consumer credit reporting agencies.** I/We hereby authorize the Housing Authority of the City of Los Angeles, to initiate credit entries and, if necessary, debit entries and adjustments for any past due amount owed to the Housing Authority. Copies of this signed form will be treated as an original for all intended purposes.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name/Title Date

\_\_\_\_\_  
Print Name/Title Date

**HACLA USE ONLY**

Print Name/Title of Authorized Official: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_ Date: \_\_\_\_\_

## 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.	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; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	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 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.

<b>Social security number</b>																									
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**or**

<b>Employer identification number</b>																							
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**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

### 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 on page 3.

<b>Sign Here</b>	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.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

#### 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-INT (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? on page 2.*
- By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
  2. Certify that you are not subject to backup withholding, or
  3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
  4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**Note.** If you are a U.S. person and 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.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (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 payee 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:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.–China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.–China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

## What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note. ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.



# HOUSING AUTHORITY OF THE CITY OF LOS ANGELES AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT

**Note: For Section 8 Owners only**

I/We hereby authorize the Housing Authority of the City of Los Angeles, to initiate deposit entries and only if necessary—reverse entries for previous deposits made in error to my/our designated account.

**Type of Account (Select One):**

**Checking Account**

**Savings Account**

By acceptance of the funds through automatic deposit, the owner(s) certifies that to the best of his/her knowledge the dwelling unit is in Decent, Safe and Sanitary Condition; the contracting family is in the unit and is expected to be there for the entire month; the deposited amount is in accordance with the provisions of the Housing Assistance Payment (HAP) Contract and is payable under the HAP Contract; and all other facts and data on which this amount is based are true and correct.

**Anyone submitting fraudulent information is subject to fine or imprisonment, or both.  
(Title 18 U.S.C. 1001)**

Written notification of all Owner/Payee changes must be submitted to the Housing Authority at least thirty days prior to payment date. Notify Owner Services Department of an address change via email at [owner.services@hacla.org](mailto:owner.services@hacla.org) or at (213) 252-4249.

### IMPORTANT

For checking accounts: Attach a voided check  
For savings accounts: Attach a letter from the financial institution

### Please Deposit My Housing Assistance Payment with the Following Bank

**Bank Name (print)** \_\_\_\_\_

Your Financial Institution must be a member of the "Automatic Clearing House (ACH)". If you are not sure, please check with your financial institution.

**Select One Only:**

**New Enrollment**

**Change**

**Bank Routing Number**  please verify the routing number with your bank

**Owner Signature 1** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Owner Signature 2** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Authorized Signatory** \_\_\_\_\_

**Print Name of Authorized Signatory** \_\_\_\_\_ **Date** \_\_\_\_\_

**Payee Name** \_\_\_\_\_ **Name on Bank Account** \_\_\_\_\_  
(Payee Name and Name on Bank Account must match)

**Telephone #** \_\_\_\_\_ **Email Address** \_\_\_\_\_ **Entity/Vendor #:** \_\_\_\_\_

**For verification please provide one tenant address or tenant name** \_\_\_\_\_

**Would you like all payment groups processed with same application?**  **Yes**  **No** (if applicable)

**Account Number**