



CONTRACT MANAGEMENT SERVICES

MEMORANDUM

Date: February 4, 2010
To: Property Owners/ Management Agents
From: Contract Management Services
Subject: Direct Deposit Sign-Up Form 1199A

To ensure Housing Assistance Payments are processed efficiently, we recommend these simple steps to complete the Direct Deposit Sign-Up Form 1199A.

When completing Section 1 of the 1199A, use the information from an actual check. Do not use the information on a deposit slip. Deposit Slips do not provide an accurate routing/ABA number.

If a Savings account is the being used for the Housing Assistance Payments for Section 8, take a blank 1199A form and fill it out with your personal banker.

A reminder, Section 3 of all 1199A forms must be completed and signed by your financial institution.

When this information is complete, please forward it to Contract Management Services. We highly recommend that a voided check be attached to the 1199A form. This is another step of verification to pay Housing Assistance Payments timely.