



## Instructions for Standard Form 1199A, Direct Deposit Sign-Up Form

*Important: Please write the Property Name and the HAP Contract Number (MA06-XXXX-XXX) on the cover letter of your submission. If there are multiple HAP Contracts, they must ALL be specified. The owner/agent's TIN must be entered in Box C.*

### SECTION 1

#### NAME OF PAYEE

Be sure that payee's name is written exactly as it appears on the check. Be sure current address and phone number are shown. Type the name of the person who can answer questions about the account (i.e. the project accountant).

#### NAME OF PERSON(S) ENTITLED TO PAYMENT

Enter information of person entitled to receive payment

#### CLAIM OR PAYROLL ID NUMBER

The Owner/Agent's TIN must be entered in this box

#### TYPE OF DEPOSITOR ACCOUNT

Check the box that indicates your bank account is a "Checking" or "Savings" account

#### DEPOSITOR ACCOUNT NUMBER

Account Number: see sample check

#### TYPE OF PAYMENT

Check "OTHER (specify)" and type HUD Subsidy

#### AUTHORIZED SIGNATURE AND DATE REQUIRED

### SECTION 2

Enter the Name and Address of the Government Agency

### SECTION 3

- Enter the Name and Address of the Financial Institution
- Enter the 9-Digit Routing Number: see sample check

|                                  |                |                |
|----------------------------------|----------------|----------------|
| <b>SAMPLE CHECK</b>              |                | <b>0001</b>    |
|                                  | DATE _____     |                |
| <b>PAY TO THE ORDER OF</b> _____ | \$ _____       |                |
|                                  |                | <b>DOLLARS</b> |
| <b>MEMO</b> _____                |                |                |
| ⑆ 123456789 ⑆                    | ⑆ 0123456789 ⑆ | 0001           |
| Routing Number                   | Account Number |                |

*The ACH Routing/ABA Number must be clearly specified. Please emphasize with your bank that you need the ACH ABA/Routing Number and NOT the Wire ABA/Routing Number when requesting ACH and bank information. Additionally, to ensure the account is modified correctly, and funds are transmitted without delay, the bank name must be indicated on the form. The bank name can also be specified on the cover letter.*