

# ADDENDUM TO VOUCHER PAYMENT CONTRACT: CHANGE OF OWNERSHIP OF PROPERTY

## **Owner Certification**

Ownership Information:								
Owner(s) Name:								
Mailing Address:								
CityState Zip								
Phone ( )								
Tax Information:								
I (we) understand the Housing Assistance Payments (HAP) will be submitted to the IRS under								
the Name and Tax Identification on the attached (W9) and listed below:								
NameTax ID								
Number:								
(Print clearly)								
•								
Check Information								
Please make all checks payable to: [] Owner [] Agent /Management Company								
(Please check one)								
Name								
Address 1								
Address 2								
City/Town,State,Zip								
I/We,, new owner(s) of the unit								
, new owner(s) or the unit								
leased to at,								
w								
under a Rental Assistance Program administered by Metro								
Housing Boston hereby agree to honor the terms and conditions of the Voucher Payment								
Contract and Lease for the above-named tenant and unit. Signed under the pains and penalties o								
perjury.								
By:								
Date Signature								
Title								



### **Request for Taxpayer Identification Number and Certification**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

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

	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					
Print or type. Specific Instructions on page 3.	following seven boxes.  Individual/sole proprietor or C Corporation S Corporation Partnership Trust/estate	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):				
		Exempt payee code (if any)				
	LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that	Exemption from FATCA reporting code (if any)				
	is disregarded from the owner should check the appropriate box for the tax classification of its owner.	(A-1)-4-1-10				
bed	Outer (see instructions) F	(Applies to accounts maintained outside the U.S.) and address (optional)				
See S	Viduress (number, street, and upt. of state no.) see institutions.	ia address (optional)				
Ō	6 City, state, and ZIP code					
	7 List account number(s) here (optional)					
Par	t I Taxpayer Identification Number (TIN)					
	your fire in appropriate box. The fire provided materials from and given on the avoid	urity number				
backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>						
TIN, later.						
	in the decedant le in more than one harrie, eee the metractione for into 117 ties eee 177 at 74 and and	dentification number				
Numb	er To Give the Requester for guidelines on whose number to enter.					
Par	Certification					
Unde	penalties of perjury, I certify that:					
2. I ar Ser	number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issun not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been now vice (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) to onger subject to backup withholding; and	otified by the Internal Revenue				
3. I ar	n a U.S. citizen or other U.S. person (defined below); and					
1 The	EATCA code(a) entered on this form (if any) indicating that I am exempt from EATCA reporting in correct					

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,

other than	abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments erest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.						
Sign Here	Signature of U.S. person ▶	Date ►					

### **General Instructions**

Section references are to the Internal Revenue Code unless otherwise

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

#### **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 taxpaver 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,



People First. Housing Always.

# Direct Deposit Enrollment Request Form Authorization Agreement for Automatic Deposits (ACH Credits)

Section 1 : Type of request (check	one)			
New Request for Direct Deposit	OR	[	] Change Curi	rent Direct Deposit Information
Section 2 : Customer / Vendor / Pa	<u>vee Inform</u>	<u>nation</u>		
Name				
Social Security # or Tax I.D. #		Daytime	Phone Number _	
Address		City, S	state, Zip Code _	
E-mail Address (please print)				<u> </u>
Section 3 : Direct Deposit Informat	ion:			
[ ] Checking	OR	[	] Savings	
Account Holder's Name				<del>-</del>
Bank Name				-
Routing Number1				-
Account Number2				_
Substitute documentation <b>for account with</b> account name; account number and routing information.  I authorize Metro Housing Boston and Bank of If monies to which I am not entitled are deposite to return said funds. This authority will remain in me in writing.	America to maded to my accord	ake electron unt, I authori	c deposits to the	e specified account. g Boston to direct the financial institution
Signature (required)		_ Date		
Call (617) 425-6616 if you have any questions. <i>F</i> deposit enrollment is processed and becomes at 1 The first nine numbers from the left at the botton checking account is the bank routing number. The 2 Your account number is at the bottom of your claumber if using a check). If there are zeros befor	ctive. m of your depo nis number is a heck or saving	osit slip if usi always nine o gs deposit sli	ng a savings acc ligits. p, after the bank	count or your check if using a routing number (and before the check
For internal use Only:				
Program: [ ] MTW / Section 8 or	[ ] MRVF	P / CoC P	rogram or [	] HomeBASE / RAFT
Staff Name :				