

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: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	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 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.

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

Social security number
or
Employer identification number

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).

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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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

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.

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:

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.

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.

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 on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.

The person who gives 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 is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

ASSIGNMENT OF THE CONTRACT OR INTEREST IN IT
(for new owner)

“The owner may not assign the HAP contract to a new owner without the prior written consent of the PHA. If the owner requests PHA consent to assign the HAP contract to a new owner, the owner shall supply any information as required by the PHA pertinent to the proposed assignment.”

-Excerpt from the Housing Assistance Payment Contract, Part B, Section 14. (3/2000)

I, _____, the new owner of (print
property address) _____

have read and agree to comply with all of the terms and conditions of the contract between (print
name of previous owner) _____

and the Housing Authority of Clackamas County, Oregon.

The effective date of this transfer is _____

Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone No.: _____ FAX No.: _____

E-mail address: _____

Tax ID # or Social Security #: _____

Make Housing Assistance Payments payable to: _____
(This name must match the name associated with the Tax ID # or Social Security # on IRS form W-9).

Payment Mailing Address: _____

Correspondence Address: _____

Address for Form 1099: _____

ASSIGNMENT OF THE CONTRACT OR INTEREST IN IT

(for current owner)

“The owner may not assign the HAP contract to a new owner without the prior written consent of the PHA. If the owner requests PHA consent to assign the HAP contract to a new owner, the owner shall supply any information as required by the PHA pertinent to the proposed assignment.”

-Excerpt from the Housing Assistance Payment Contract, Part B, Section 14. (3/2000)

I, _____, am transferring

my interest in the property located at _____

effective _____, 20_____. Please issue
all Housing Assistance Payments checks after that date to (please print name of
new owner):

Signature

Address

City State ZIP Code

Phone Number

Date

HOUSING AUTHORITY OF CLACKAMAS COUNTY

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT

The Housing Authority of Clackamas County (HACC) is consistently looking for ways to better serve our owners/landlords. To provide monthly payments in a timely manner, **ALL** Housing Assistance Payments (HAP) are made by direct deposit. It is mandatory for all owners/landlords to have their information back to us IMMEDIATELY. The direct deposits will be automatically deposited into your designated bank account on the first* of every month.
(*If the first of the month is a weekend or holiday, payment will be released on the next business day.)

To sign up for Direct Deposit...

Choose an Account:

- ✓ Checking account, attach a voided check for the account into which you would like HACC to deposit the payment. **NOTE: Deposit slips will not be accepted.**
- ✓ Savings account, please obtain the correct transit routing number and account number from your financial institution.

1. Return this form (with your voided check if applicable) to HACC by:

Mail: ATT: Landlord Services, P.O. Box 1510, Oregon City, OR 97045 or by email to Landlordservices@clackamas.us

Jay Doe 391 Acton Avenue Anytown, USA	Date <u>16-66/1220</u>	123
Pay to the Order Of _____	\$ <u>0.00</u>	
Bank of Success 465 Main Street Anytown, USA	VOID	
For _____		
<small>1569- xx0xx0xxx0</small>		

To make a change for Direct Deposit...

1. Written notification of all changes must be submitted to HACC at least 20 days prior to payment date.
2. Follow the instructions above to submit your new information.

Direct Deposit for Vendors

By acceptance of the funds through direct deposit, the owner 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 the entire month; the deposited amount is in accordance with the provisions of the 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.

Check One New Direct Deposit Sign-up Change to an Existing Direct Deposit

Tenant/Unit Address _____

Designated Account Savings Checking

Routing Number _____ **Account Number** _____

By signing below, I hereby authorize HACC to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to our account designated below:

Owner/Payee Name _____ **Soc. Sec. No./** _____

Tax ID No. _____

Signature _____

Date _____

Phone Number _____

Soc. Sec. No./ _____

Owner/Payee Name _____

Tax ID No. _____

Signature _____

Date _____

Phone Number _____

Office Use Only Tenant ID: _____ Vendor No.: _____ Date Entered: _____

IMPORTANT INFORMATION ABOUT YOUR HOUSING ASSISTANCE PAYMENTS

Dear Landlord:

Thank you for choosing to rent to a Housing Choice Voucher participant! Please complete and submit the attached forms, if you are not already receiving Housing Assistance Payments (HAP) from the Housing Authority of Clackamas County.

- **W-9 Request for Taxpayer Identification Number and Certification.** The taxpayer identification name and number reported to the Housing Authority must be the same as the name and number you use on all other tax forms. All requests for changes in payee, owner and/or taxpayer identification number must be accompanied by a new W-9 before we can change our records.
- **Agent Authorization Form.** If the owner of the property will not be signing documents and uses a property manager or other agent, they will need to complete the Agent Authorization Form.
- **Direct Deposit Sign-Up Form.** The Housing Authority of Clackamas County uses direct deposit to efficiently and safely send HAP. After signing up for direct deposit, HAP will be electronically deposited into your checking or savings account each month. No change to your present banking relationship is necessary for this service.

You will be able to view your direct deposit details by tenant through an online system called RentCafé. <https://rentcafe.com>

Questions about payment dates, amounts, etc. should be addressed to the Occupational Specialist assigned to the tenant.

AGENT AUTHORIZATION FORM

NAME OF COMPLEX

STREET ADDRESS

CITY

STATE

ZIP

I, _____, OWNER OF THE ABOVE,
Owner

DO HEREBY AUTHORIZE _____
Agent/Manager

TO SIGN LEASES, CONTRACTS AND ALL NECESSARY DOCUMENTS ON MY
BEHALF, THAT THE HOUSING AUTHORITY OF CLACKAMAS COUNTY,
OREGON, NEEDS FOR THE RENT SUBSIDY PROGRAM AND TO ACCEPT
NOTICES RELATING TO THE RENTAL OF THE ABOVE.

SIGNATURE _____

DATE _____

ADDRESS _____

PHONE # _____

July 1, 2019

TO: All Recipients of HUD Section 8 Housing Assistance Payments

FROM: Jason Kirkpatrick, Deputy Director of Finance
Housing Authority of Clackamas County

RE: IRS FORM W-9 for 1099 Reporting

The Housing Authority of Clackamas County is required at the close of each calendar year to file IRS form 1099 which reports payments sent to each person, business or agency receiving housing assistance payments (HAP). In an effort to fully comply with these reporting requirements, the Housing Authority requires the attached IRS form W-9 to be completed prior to receiving housing assistance.

The taxpayer identification **name** and **number** reported to the Housing Authority on form W-9, Line 1, must be the same as the name and number you use on all other tax forms.

All requests for changes in payee, owner, and/or taxpayer identification number must be accompanied by a new W-9 form before we can change our records. Please visit our website www.clackamas.us/housingauthority for the necessary change forms and email them to landlordservices@clackamas.us. We are required to withhold 31% of each payment to payees who have not provided accurate, certified taxpayer identification numbers. We would much prefer to make full payment to you and will cooperate with you in complying with these IRS rules.

Should you have any questions concerning this matter, please feel free to contact our Accounting Department at 503-722-6562 or use the email listed above.

S:/Admin/FORMS/Landlord Packet and Individual Forms