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*175 W. Jackson Blvd., Suite 350 • Chicago, IL 60604 • (312) 663-5447*

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**Dear Vendor:**

**Congratulations on your recent acquisition! Please be sure to contact our office as soon as possible to suspend Housing Assistance Payments (HAP) payments to the previous owner. The Housing Authority of the County (the HACC) requires specific information with regards to the assisted unit before we can initiate payment to you as the new owner.**

**Please review the attached documentation and submit all of the information as it pertains to your circumstance.**

- Declaration of Ownership (attached)
- W9 completed with Payee information (attached)
  - Taxpayer Identification Number (TIN) for Payee
  - Social Security Card (SSN) for an individual
  - Employer Identification Number (EIN) Notice from IRS
- Proof of ownership
  - Deed
  - Title Insurance
  - Management Agreement, if party other than owner will receive payment
  - Trust Agreement and Beneficiary information, if property is held in trust
- Direct Deposit form (attached)

**If you have any questions, please call (312) 542-4690. You may submit a scanned copy of these documents to me at [dturner@thehacc.org](mailto:dturner@thehacc.org).**



Declaration of Ownership																					
<b>Property Information</b>																					
Tenant Name							Client #														
Building Address																					
City, State, Zip																					
Property Index Number (PIN)				-					-												
<b>Ownership Information</b>																					
Legal Owner Name																					
Owner SSN				-								Owner TIN				-					
Mailing Address																					
City, State, Zip																					
Contact Phone																					
Email																					
<b>Payment Information (if payee different than owner)</b>																					
Make payments to: <input type="checkbox"/> Owner <input type="checkbox"/> Agent																					
Indicate SSN or TIN for payee below																					
Payee SSN				-								or TIN				-					
Agent Name																					
Mailing Address																					
City, State, Zip																					
Contact Phone																					
Email																					
<b>Certification</b>																					
<input type="checkbox"/> I certify that I am the legal owner or the legally-designated agent for the above referenced unit.																					
<input type="checkbox"/> I certify that the prospective tenant, including each family member, has no ownership interest in this dwelling unit whatsoever.																					
<input type="checkbox"/> I certify that the owner, including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the HACC has determined (and has notified the owner and the family of such determination) that approving the leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member with disabilities																					
_____ Signature						_____ Date															
_____ Print Name						_____ Print Title															

## Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p><b>2</b> Business name/disregarded entity name, if different from above</p>	
	<p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <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) ▶ _____                  Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check 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 not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____             </p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p><b>6</b> City, state, and ZIP code</p>	
	<p><b>7</b> List account number(s) here (optional)</p>	

**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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> </table>					-	-	-	-
-	-	-	-					
OR								
<b>Employer identification number</b>								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> </table>					-	-	-	-
-	-	-	-					

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 for Part II, later.

<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.** 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](http://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 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, later.*

**INSTRUCTIONS FOR COMPLETING THE  
DIRECT DEPOSIT SIGN UP FORM**

**SECTION 1**

1. Complete part "A" entirely and legibly (please print)
2. Complete part "B" with the property owner name entitled to the payments.
3. Part "C" is Non-applicable
4. Part "D" please check off either "Checking" or "Savings"
5. Part "E" please enter the account number for "Checking" or "Savings"
6. Part "F" is Non-applicable– already completed with HACC (other)
7. Part "G" is Non-applicable

**PAYEE/JOINT PAYEE CERTIFICATION – MUST BE SIGNED**

**JOINT ACCOUNT HOLDERS' CERTIFICATION – MUST BE SIGNED IF THIS IS A JOINT  
ACCOUNT**

**SECTION 2**

Already completed – do not change

**SECTION 3**

You may attach a voided check or this section may be completed by your "FINANCIAL  
INSTITUTION"

Please return this DIRECT DEPOSIT SIGN UP FORM once completed to:

HOUSING AUTHORITY OF THE COUNTY OF COOK  
ATTN: Accounting/ACH Department  
175 West Jackson Blvd, Suite 350  
Chicago, IL 60604-3042

