



The Housing Authority of the County of Cook
175 West Jackson Boulevard, Suite 350
Chicago, Illinois 60604
(312) 663-5447
www.thehacc.org

Housing Choice Voucher (HCV) Program Change of Ownership Packet

Please complete the attached Declaration of Ownership to show the current ownership and/or agent information.

Required forms and documents

Change of Ownership

- Declaration of Ownership
- W9 completed with Payee information
- Taxpayer Identification Number (TIN) for Payee
 - Social Security Card (SSN) for an individual
 - Employer Identification Number (EIN) Notice from IRS for a company
- 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

Change of Payee

- Declaration of Ownership
- W9 completed with Payee information
- Taxpayer Identification Number (TIN) for Payee
 - Social Security Card (SSN) for an individual
 - Employer Identification Number (EIN) Notice from IRS for a company
- Management Agreement, if party other than owner will receive payment
- Direct Deposit form

Change of Address for owner or agent

- Declaration of Ownership showing new address

Change of Direct Deposit

- Declaration of Ownership
- Direct Deposit form





The Housing Authority of the County of Cook
 175 West Jackson Boulevard, Suite 350
 Chicago, Illinois 60604
 (312) 663-5447
 www.thehacc.org

Declaration of Ownership																	
Property Information																	
Tenant Name							Client #										
Building Address																	
City, State, Zip																	
Property Index Number (PIN)			-			-			-								
Ownership Information																	
Legal Owner Name																	
Owner SSN			-			-			Owner TIN			-					
Mailing Address																	
City, State, Zip																	
Contact Phone																	
Email																	
Payment Information																	
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																	
Certification																	
<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.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <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) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	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 the "Name" line 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.

Social security number									

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

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 ▶
------------------	----------------------------	--------

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.

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

