

Instructions for Completing the Direct Deposit Sign-Up Form (1199A)

Section 1

Part A: **Must be the Owner entity.** Enter the name and address of the individual or entity that is entitled to receive the payment. Also, enter the phone number where we can reach the individual who is familiar with this form and can answer any questions if needed.

Part B: **Ownership Name.** Enter the name of Owner entitled to the payment.

Part C: **enter your HAP Contract Number.** This is an eleven digit number starting with OH, and your tax ID number.

Note: The TIN number must match an approved participant/payee so that HUD or AHSC may be able to verify the information on the form.

Part D: indicate Checking or Savings and in Part E enter your checking/savings account number.

Part F: indicate "Other" and insert the words "HAP Payment".

Sign and date to complete this section. **NOTE: The signature must be from a member of the ownership.**

Section 2

Under "Government Agency Name" enter *Assisted Housing Services Corporation (AHSC)* and under "Government Agency Address" enter *AHSC's* address:

1001 Lakeside Ave, Suite 800, Cleveland, Ohio 44114-1800
2000 Polaris Parkway, Suite 110, Columbus, Ohio 43240-2007

Section 3

Put the name and address of the financial institution where the checking account is at and the routing transit number and account title. Please confirm with your bank that the routing number is correct for ACH fund transfers. We are asking that you attach a voided check (or copy of a voided check), or Bank Slip. Please confirm with your bank that the routing number is correct for ACH fund transfers. This will allow us to verify the information on the form and eliminate any errors.

NOTE: Please make sure that this form is reviewed and signed by a bank representative. **AHSC will accept electronic copies with signatures** by the Payee and Financial Institution on the 1199 Direct Deposit Forms.