

Owner/Management Agent Instructions: Completing the Direct Deposit Sign-Up Form (1199A)



Section 1 – To be completed by the Payee

- **Part A** - Enter the name and address of the individual or entity who 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** - Enter the name of person(s) entitled to the payment.
- **Part C** - Enter the HAP Contract Number (11 digit number starting with your state abbreviation). Then enter your tax ID number (Social Security or Federal ID number as applicable).
- **Part D** - Indicate the type of account for direct deposit (Checking or Savings).
- **Part E** - Enter the account number.
- **Part F** - Indicate “Other” and fill in the words “HAP Payment”.
- Sign and date to complete this section.

Section 2 – To be completed by the Payee or Financial Institution

- Under “**Government Agency Name**” enter:
North Tampa Housing Development Corporation
- Under “**Government Agency Address**” enter:
*4300 West Cypress Street, Suite 300
Tampa, FL 33607*

Section 3 – To be completed by the Financial Institution

- Enter the name and address of the financial institution where the account is held.
- Enter the routing transit number and account title.
- Please confirm with your bank that the routing number is correct for ACH fund transfers.
- Please make sure that this form is reviewed and signed by a bank representative.

Please attach a voided check (can be a copy) or a letter from the bank confirming the routing and account numbers. This will allow us to verify the information on the form and eliminate any errors in order to expedite the process.

Note: Deposit Tickets **will not** be accepted.

The 1199 **must** be completed as instructed above. We **will not** complete any missing information or make any changes to the submitted 1199. **No exceptions will be made.**

Please contact your Contract Specialist if you have any questions.