**Section 8 Contract Supplier Information Form**

Dear Owner/Agent:

To avoid or minimize delays in your Housing Assistance Payment (HAP) deposit, please complete and e-mail this form to [tnpbca@housing.systems](mailto:tnpbca@housing.systems) as soon as your Supplier Direct Deposit Authorization has been mailed to the State of Tennessee’s Finance and Administration

Department.

Please note, the Supplier Direct Deposit Authorization must be mailed to the Finance and

Administration Department ONLY. CGI cannot forward the document on your behalf. Your HAP will not be deposited until the required documentation is received and processed by the State of Tennessee’s Finance and Administration Department. Please allow 20 business days for the Supplier Direct Deposit Authorization to be processed. If the Authorization is found to be unacceptable, it will be returned to you by USPS.

Please respond to each of the following questions:

|  |  |
| --- | --- |
| **Requested Information** | **Response** |
| Property Name |  |
| HAP Contract Number |  |
| What is the name of owner/agent as shown on your W-9? |  |
| What is the DBA name as shown on your W9? |  |
| What are the last four digits of new bank account number? |  |
| What is the address where the remittance advice should be mailed? |  |
| Is there a new owner/agent? | Yes No |
| Is this a change of bank account? | Yes No |
| Is there a change of physical address? | Yes No |
| Is there a change of email address for remittance advices? | Yes No |

For questions related to the matters above, please contact the undersigned at (216) 416-6439 or [ericka.owens@cgifederal.com](mailto:ericka.owens@cgifederal.com).