



MESQUITE HOUSING DIVISION
PHONE 972.216.6424 FAX 972.216.6429



LANDLORD UPDATES

Please select one of the following options and provide the required documentation.

- New Owner/ New Management
Supporting Documentation Includes:
- IRS W-9 Form (Attached)
 - Mesquite Housing Division Owner Information Form (Attached)
 - Proof of Identification
 - Proof of Ownership/Agent Agreement

OR

- Update Owner Contact Information
- IRS W-9 Form (Attached)
 - Mesquite Housing Division Owner Information Form (Attached)

Are you registered for direct deposit (through PaymodeX)? Yes No

If you have not yet registered for Direct Deposit, please visit www.paymode.com/cityofmesquite to register. Any questions about direct deposit can be directed to Paymode-X by calling 1-866-252-7366, or Briana Urquhart, Housing Occupancy Supervisor, at 972-329-8739.

THE SPACE BELOW IS FOR MESQUITE HOUSING OFFICE USE ONLY

Date Reported: _____ Date Changed: _____ Owner Vendor Number: _____

Note: Copy to be placed in Owner Correspondence File

P. O. Box 850137 • Mesquite, TX 75185-0137

City of Mesquite Housing Division Owner Information

(All Owner Correspondence will be sent to Email Address listed below)

Owner Name or Name of Complex

Address

City	State	Zip
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Telephone - Business ()	Telephone - Home ()
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Email	Fax ()
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Social Security #	Federal Employer ID#
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Corporation	Partnership	Sole Proprietorship
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ETHNICITY OF OWNER (Required by HUD)

Male	Female
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White	Black	Hispanic	American
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Asian Pacific American	American Indian/Eskimo	Other
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AGENT INFORMATION

Owner Representative

Name

Address

City	State	Zip
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Telephone - Business ()	Telephone - Home ()
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Email	Fax ()
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Social Security #	Federal Employer ID#
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HAP Payments are normally made payable to the owner or, in the case of a corporation, to the company or apartment complex. Occasionally an owner will authorize payments to be made to the agent. Accurate information is essential. The payee will generally receive a 1099 at year end in accordance with the IRS requirements.

PAYMENT INFORMATION- Payee must enroll online with Paymode-X

Make Housing Assistance Payable and Mail to:

Name

Address

City	State	Zip
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Telephone - Business ()	Telephone - Home ()
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Email	Fax ()
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Social Security #	Federal Employer ID#
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This is to certify that the above information is correct.

Signature of Owner or Agent

Date

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 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</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>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.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 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>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <p>CITY OF MESQUITE HOUSING DIVISION 1616 N. GALLOWAY AVE MESQUITE, TX 75149</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.

Social security number											
				-			-				
or											
Employer identification number											
				-							

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.

Sign Here	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.

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.