



Instructions for Standard Form 1199A, Direct Deposit Sign-Up Form

Important Notice – Covid-19 Protocol

The staff at MassHousing are working remotely during the Covid-19 Pandemic so there is no staff to receive the original signed 1199A form sent via regular mail. We are asking you to have the CFO or Comptroller sign the 1199A Form and send it as a PDF to COBR@masshousing.com in the same E-mail with the other documents. We will contact the CFO or Comptroller to confirm the request.

Important: Please write the Property Name and the HAP Contract Number (e.g., MA06XXXXXXX) on the cover letter of your submission. If there are multiple HAP Contracts, they must ALL be specified. The owner/agent's TIN must be entered in Box C.

SECTION 1

NAME OF PAYEE

Be sure that payee's name is written exactly as it appears on the voided check. Be sure current address and phone number are shown. Type the name of the person who can answer questions about the account (i.e. the project accountant).

NAME OF PERSON(S) ENTITLED TO PAYMENT

Enter information of person entitled to receive payment

CLAIM OR PAYROLL ID NUMBER

The Owner/Agent's TIN must be entered in this box

TYPE OF DEPOSITOR ACCOUNT

Check the box that indicates your bank account is a "Checking" or "Savings" account

DEPOSITOR ACCOUNT NUMBER

Account Number: see sample check

TYPE OF PAYMENT

Check "OTHER (specify)" and type HUD Subsidy

AUTHORIZED SIGNATURE AND DATE REQUIRED

SECTION 2

Enter the Name and Address of the Government Agency

SECTION 3

- Enter the Name and Address of the Financial Institution
- Enter the 9-Digit Routing Number: see sample check

SAMPLE CHECK		0001
	DATE _____	
PAY TO THE ORDER OF _____	\$ <input type="text"/>	
		DOLLARS
MEMO _____		
⑆ 123456789 ⑆ 0123456789 ⑆ 0001		
Routing Number	Account Number	

The ACH Routing/ABA Number must be clearly specified. Please emphasize with your bank that you need the ACH ABA/Routing Number and NOT the Wire ABA/Routing Number when requesting ACH and bank information. Additionally, to ensure the account is modified correctly, and funds are transmitted without delay, the bank name must be indicated on the form. The bank name can also be specified on the cover letter.