
Owner Address or Agent Change Request Form

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|--|--|---|--|
| Please Return Your Request Via: | Mail: HPD Division of Tenant Resources Owner Registration Unit 100 Gold Street, Room 1-0 New York, NY 10038 | Email: S8landlords@hpd.nyc.gov | Questions regarding this form: Call the Owner Registration Unit at (917)-286-4300 |
| | | Fax: (212) 863-8526 | |

SELECT WHAT IS CHANGING AND COMPLETE THIS FORM FOR ALL CHANGES

Mailing Address

- Supply corresponding City of NY Substitute W9 Form

Managing Agent

- Supply a copy of the Management Agreement
- If address is also changing, supply a Substitute W9 Form. Include any C/O in desired address field of W9
- If the IRS TIN/EIN is also changing, complete a Change of Ownership Request Package instead

1099 Address ONLY

- Supply corresponding City of NY Substitute W9 Form

HPD ASSISTED ADDRESS (ES)

Street/Suite: _____ City: _____ State: _____ Zip: _____

Additional: _____

I WOULD LIKE ALL FUTURE CHECKS AND CORRESPONDENCE TO BE SENT TO:

Landlord Name _____

Street/Suite: _____ City: _____ State: _____ Zip: _____

Contact Person (Print) _____

Phone _____ Email: _____

REQUIRED FOR ALL ADDRESS CHANGES

Prior Address For: Landlord Managing Agent 1099 Mailing

Street/Suite: _____ City: _____ State: _____ Zip: _____

STATEMENT OF UNDERSTANDING (REQUIRED)

I understand that by supplying this information, my address and payment information will be updated with the NYC Department of Housing Preservation & Development (HPD). I further understand that if I have payments issued through the NYC Department of Finance (DOF) Electronic Funds Transfer (EFT) Program, commonly known as direct deposit, and wish to change the bank account associated with those payments, I must contact DOF immediately to provide them with updated account information and request deactivation of the old account. If I fail to notify DOF, I understand that DOF may continue to make rental subsidy payments into the prior account and it will be my responsibility to reclaim such funds from the holder of that account.

Signature _____ Date _____

Direct Deposit Contact: 212-857-1777
pip@fisa-opa.nyc.gov



TYPE OR PRINT INFORMATION NEATLY. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION.

Part I: Vendor Information

VENDOR CODE:

1. Legal Business Name: (As it appears on IRS EIN records, IRS Letter CP575, IRS Letter 147C -or- Social Security Administration Records, Social Security Card)

2. If you use DBA, please list below:

3. Entity Type (Check one only):
- | | | | | | | | |
|---|---|---|--|--|---|--|--------------------------------|
| <input type="checkbox"/> Non-Profit Corporation | <input type="checkbox"/> Corporation/ LLC | <input type="checkbox"/> Church or Church-Controlled Organization | <input type="checkbox"/> Government | <input type="checkbox"/> City of New York Employee | <input type="checkbox"/> Personal Service Corporation | <input type="checkbox"/> Individual/ Sole Proprietor | <input type="checkbox"/> Trust |
| <input type="checkbox"/> Joint Venture | <input type="checkbox"/> Partnership/ LLC | <input type="checkbox"/> Single Member LLC (Individual) | <input type="checkbox"/> Resident/Non-Resident Alien | <input type="checkbox"/> Non-United States Business Entity | <input type="checkbox"/> Estate | | |

Part II: Taxpayer Identification Number & Taxpayer Identification Type

1. Enter your TIN here: (DO NOT USE DASHES)

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

2. Taxpayer Identification Type (check appropriate box):

- Employer ID Number (EIN)
 Social Security Number (SSN)
 Individual Taxpayer ID Number (ITIN)
 N/A (Non-United States Business Entity)

Part III: Vendor Addresses

| | | |
|---|---|---|
| 1. 1099 Address: <small>CANNOT BE P.O. BOX</small> | Number, Street, and Apartment or Suite Number | City, State, and Nine Digit Zip Code or Country |
| 2. Account Administrator Address: <small>CANNOT BE P.O. BOX</small> | Number, Street, and Apartment or Suite Number | City, State, and Nine Digit Zip Code or Country |
| 3. Billing, Ordering & Payment Address: | Number, Street, and Apartment or Suite Number | City, State, and Nine Digit Zip Code or Country |

Part IV: Exemption from Backup Withholding and FATCA Reporting (See Instructions)

Exemption Code for Backup Withholding _____

Exemption Code for FATCA Reporting _____

Part V: Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct Taxpayer Identification Number, 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 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 US citizen or other US person, and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Sign

Here:

| | | |
|-----------------------|--------------|---------------------------|
| _____ | _____ | _____ |
| Signature | Phone Number | Date |
| _____ | _____ | _____ |
| Print Preparer's Name | Phone Number | Contact's E-Mail Address: |

**PLEASE SUBMIT SUBSTITUTE W9 FORM TO:
NEW YORK CITY DEPARTMENT OF HOUSING PRESERVATION & DEVELOPMENT AGENCY, 100 GOLD STREET, NEW YORK, NY 10038**

The City of New York Substitute Form W-9 Instructions

The New York City Housing Preservation and Development Agency, like all organizations that file an information return with the IRS, must obtain your correct Taxpayer Identification Number (TIN) to report income paid to you or your organization. The NYC Housing Preservation and Development Agency uses Substitute Form W-9 to obtain certification of your TIN in order to ensure accuracy of information contained in its payee/vendor database and to avoid Backup Withholding as mandated by the IRS.* We ask for the information on the Substitute Form W-9 to carry out the Internal Revenue laws of the United States (Rev. Proc. 84-65 §11.01). You are required to give us the information.

Any vendor or other payee who wishes to do business with the NYC Housing Preservation and Development Agency must complete the Substitute Form W-9.

Part I: Vendor Information

1. **Legal Business Name:** An organization should enter the name in IRS records, IRS Letter CP575 or IRS Letter 147C. For individuals, enter the name of the person who will do business with the City of New York as it appears on the Social Security card, or other required Federal tax documents. *Do not abbreviate names.*
2. **DBA (Doing Business As):** Enter your DBA in designated line, if applicable.
3. **Entity Type:** Mark the Entity Type of the individual or organization that will do business with the City of New York.

Part II: Taxpayer Identification Number and Taxpayer Identification Type

1. **Taxpayer Identification Number:** Enter your nine-digit TIN. See the table and Special Note below for instructions on the type of taxpayer number you should report.
2. **Taxpayer Identification Type:** Mark the appropriate option.
The following table gives the Taxpayer Identification Type that is appropriate for each Entity Type.

| Entity Type | Taxpayer Identification Type |
|---|--------------------------------------|
| <ul style="list-style-type: none"> ▪ Church or Church-Controlled Organization ▪ Personal Service Corporation ▪ Non-Profit Corporation ▪ Corporation / LLC ▪ Government ▪ Individual/Sole Proprietor <i>who has employees other than him or herself</i> ▪ Trust ▪ Joint Venture ▪ Partnership / LLC ▪ Single Member LLC <i>who has employees other than him or herself</i> ▪ Estate | Employer Identification Number |
| <ul style="list-style-type: none"> ▪ City of New York Employee ▪ Individual/Sole Proprietor <i>who does not have employees other than him or herself</i> ▪ Single Member LLC <i>who does not have employees other than him or herself</i> | Social Security Number |
| Resident Alien/Non-Resident | Individual Tax Identification Number |
| Non-United States Business Entity | N/A |
| Custodian account of a minor | The minor's Social Security Number |

Part III: Vendor Addresses

1. List the locations for tax reporting purposes, administrative and where payments should be delivered.

Part IV: Backup Withholding and FATCA Exemptions

If you are exempt from Backup Withholding and/or FATCA reporting, enter in the Exemptions box, any code(s) that may apply to you.

Backup Withholding Exemption Codes: Generally, Individuals (including Sole Proprietors) are not exempt from Backup Withholding. Additionally, Corporations are not exempt from Backup Withholding when supplying legal or medical services. ***If you do not fall under the categories below, leave this field blank.***

The following codes identify payees that are exempt from Backup Withholding:

* Backup Withholding - According to IRS Regulations, ACS must withhold 28% of all payments if a vendor or payee fails to provide ACS its certified TIN. The Substitute Form W-9 certifies a vendor/payee's TIN.

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- 1:** An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2:** The United States or any of its agencies or instrumentalities
- 3:** A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or Instrumentalities
- 4:** A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5:** A corporation
- 6:** A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7:** A futures commission merchant registered with the Commodity Futures Trading Commission
- 8:** A real estate investment trust
- 9:** An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10:** A common trust fund operated by a bank under section 584(a)
- 11:** A financial institution
- 12:** A middleman known in the investment community as a nominee or custodian
- 13:** A trust exempt from tax under section 664 or described in section 4947

FATCA Exemption Codes: The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. ***If you are only submitting this form for an account you hold in the United States, leave this field blank.***

The following codes identify payees that are exempt from FATCA Reporting:

- A:** An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B:** The United States or any of its agencies or instrumentalities
- C:** A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- D:** A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
- E:** A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
- F:** A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
- G:** A real estate investment trust
- H:** A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I:** A common trust fund as defined in section 584(a)
- J:** A bank as defined in section 581
- K:** A broker
- L:** A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M:** A tax exempt trust under a section 403(b) plan or section 457(g) plan

Part V: Certification

Please sign and date form in appropriate space. Provide preparer's name, telephone number, and e-mail address. Preparer should be employed by organization.

* Backup Withholding - According to IRS Regulations, ACS must withhold 28% of all payments if a vendor or payee fails to provide ACS its certified TIN. The Substitute Form W-9 certifies a vendor/payee's TIN.

DIRECT DEPOSIT PROGRAM



FAST • SECURE • GREEN

Enroll in the **Direct Deposit program** to receive your payments from the city

| RECEIVE FUNDS FASTER | SAVE MONEY | BE SECURE | COMPLY WITH THE LAW | HELP THE ENVIRONMENT |
|--|---|--|---|--|
| Get your money sooner and with no hassles. | Direct deposit is free, whereas many vendors are charged a \$3.50 check fee. | Direct deposit is more secure and less subject to fraud than paper checks. | If you have a city contract valued at \$25,000 or more, Local Law 43 requires you to enroll in direct deposit. | Go green by eliminating stamps, envelopes, and paper checks. |



Visit nyc.gov/pip to learn more. **Enroll Today!**

Please Note:

Effective March 15 2019, the NYC Department of Finance (DOF) will no longer process Electronic Funds Transfer (EFT) enrollment paper applications. Landlords should enroll for EFT or make changes to their existing bank account information through the Payee Information Portal (PIP): www.nyc.gov/pip.

Should you have any questions, please contact the FISA Help Center at 212.857.1777 or pip@fisa-opa.nyc.gov for assistance.

PAYEE INFORMATION PORTAL

The Payee Information Portal makes it easier to do business with New York City.

Visit nyc.gov/PIP to learn more and activate your account.



Manage Your Account

Keep your address and other key contact information up to date.



Stay Up on Contracts

Track the status of your contracts, delivery and purchase orders, and master agreements.



Track Payments

Look up the payments you receive from the city.



Tax Information

Access 1099 forms and other tax information.



Apply for EFT

Enroll in the City of New York's Electronic Funds Transfer (EFT) Direct Deposit program to receive payments or to change your existing bank account information.