

Paperless Payments FAQ

1. I am already receiving direct deposit payments. Do I need to do anything?

Yes, currently direct deposit payments are processed through the Michigan Department of Treasury. On January 1, 2013, the Department of Treasury will no longer be processing these transactions. Direct deposit payments will be processed directly from the Michigan State Housing Development Authority (MSHDA). To ensure there is no delay in receiving Housing Assistance Payments (HAP), we must receive the MSHDA-220 Payee Authorization and IRS W-9 Form by November 16, 2012.

2. I do not want to receive direct deposit payments, do I have to participate?

MSHDA recognizes that direct deposit payments are not right for all landlords. As an option, you may choose to opt out of direct deposit. You will be issued a prepaid debit card where payments will be loaded on the card each month. The card can be used at any location where VISA is accepted. MSHDA will no longer be issuing paper checks.

3. I am filling out the MSHDA-220 and Part 1A asks for a Transaction Type; what do I choose?

If you have received the MSHDA-220 in the mail recently, please select "New Account" even if you are currently receiving payments from MSHDA. The transaction type "Change Account" and "Cancel Account" will be used for payment information updates in the future.

4. What is a physical address?

The physical address is the street address of the individual or entity. This address cannot be a P.O. Box

5. What is a payment address?

The payment address will be used for future mailings regarding payments and payment processing. If you opt-out of direct deposit payments and will receive a prepaid debit card, the card will be mailed to this address. P.O. Boxes are allowed.

6. What is a 1099 address?

At the end of the year, MSHDA will distribute the proper IRS-1099 forms as required by the Internal Revenue Service (IRS). If you would like to have annual tax documents sent to an address other than the payment address, please fill in that address in this location on the form.

If you only have one address, please enter the address in all three spaces provided.

7. I am filling out the MSHDA-220 Payee Authorization form and I do not see where to enter my bank account number, what should I do?

It has come to our attention that on some of the MSHDA-220 Payee Authorization forms the boxes for the bank account number have been cut off; we apologize for this inconvenience. Please neatly write the account number next to the routing number and attach a voided check. Your information will be entered appropriately.