

Ralph M. Perrey, Executive Director



Housing Choice Voucher Program
INSTRUCTIONS FOR SUPPLIER REMITTANCE ADVICE ADDRESS CHANGE

Dear Owner/Agent:

Thank you for your continued partnership with the Department of Housing and Urban Development (HUD) and Tennessee Housing Development Agency (THDA) to provide safe, sound and affordable housing to low-income Tennesseans.

If you wish to change the address where the Housing Assistance Payment (HAP) remittance statement is sent, please complete the following steps:

1. Keep this letter for your records.
2. Complete and return the Supplier Information form and W-9 to your local THDA field office.

Reminder: You can track your payments by registering on the State of TN's Supplier Portal Home Page at [Supplier Public Homepage](#)

Should you have any questions, or need assistance with the portal registration process, please contact Supplier Maintenance at (615) 741-9745 or Supplier.Maintenance@tn.gov. If you need assistance with accessing the Supplier Portal, please contact Edison at 615-741-HELP.

Please direct all other inquiries, including those regarding your Housing Assistance Payment to your [local THDA field office](#). Again, THDA appreciates your participation and having you as our partner!

Sincerely,

Tennessee Housing Development Agency



Andrew Jackson Building Third Floor
502 Deaderick St. | Nashville, TN 37243
THDA.org | (615) 815-2200 | Toll Free: 800-228-THDA
THDA is an equal opportunity, equal access, affirmative action employer.



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Housing Choice Voucher Program
SUPPLIER INFORMATION

Dear Owner/Agent,

To avoid or minimize delays in your Housing Assistance Payment (HAP) deposit, please return this form to THDA.

Please note, **the SDDA Access form must be submitted to the Dept of Finance & Administration ONLY.** THDA cannot forward this form on your behalf. Your HAP will not be deposited until the required documentation is received.

Please respond to each of the following questions:

1. What is the name of owner/agent as shown on your W-9? _____
2. What is the DBA name as shown on your W-9? _____
3. What are the last four digits of new bank account number? _____
4. What is the remittance advice address as shown on your W-9? _____
5. Is this a new owner/agent? Yes No
6. Is this a change of bank account, only? Yes No
7. Is there a change of remittance advice address, only? Yes No
8. Is there a change of bank account and remittance advice address, both? Yes No

Name of Participant: _____

Participant's Unit Address: _____

Leaving any of the above field's blank may cause a delay in the payment process. If you have any questions about this form, please contact HCVInfo@thda.org.



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