



**GARFIELD COUNTY HOUSING AUTHORITY**  
**1430 RAILROAD AVENUE, UNIT F**  
**RIFLE, CO 81650**  
**(970) 625-3589 or (888) 627-3589 Ext. 102**  
**Fax (970) 625-0859 \* TTY (800) 659-2656**

## New Ownership

You must complete and provide the following documents before payments can be made to you:

- 1) W-9
- 2) Assumption Agreement For Existing Housing Assistance Payment (HAP) Contract
- 3) Warranty Deed
- 4) Landlord Obligations
- 5) Property Management Agreement (if applicable)

If you have any questions, or if I can be of further assistance, please contact us at (970) 625-3589.



**Warning: Section 1001 of Title 18 of the United States Code, states that a person who knowingly and willingly makes false or fraudulent statements to any department or agency of the United States is guilty of a felony.**



# Request for Taxpayer Identification Number and Certification

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

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ ☐ Exempt payee

☐ Other (see instructions) ▶

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

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Employer identification number

--	--	--	--	--	--	--	--	--	--	--	--

## Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below).

**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 on page 4.

**Sign Here** Signature of U.S. person ▶

Date ▶

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

#### **Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

### **Updating Your Information**

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

### **Penalties**

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

### **Specific Instructions**

#### **Name**

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Disregarded entity.** Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.



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**ASSUMPTION AGREEMENT FOR EXISTING  
HOUSING ASSISTANCE PAYMENT (HAP) CONTRACTS**

The Housing Assistance Payment (HAP) Contract between the Garfield County Housing Authority

\_\_\_\_\_ (Original Owner),

And on behalf of \_\_\_\_\_ (Assisted Family)

Living at \_\_\_\_\_ (Unit address)

Is hereby transferred to \_\_\_\_\_ (New Owner),

Effective \_\_\_\_\_ (Date).

The Garfield County Housing Authority consents to this transfer subject to the new management's agreement to comply with all terms of the original HAP Contract and Lease.

In signing this transfer and assumption agreement, the new management agrees to abide by the terms of the HAP Contract and not to increase rent or amend any part of the lease until the renewal date of the contract.

The original owner is hereby released from the terms of the HAP Contract effective the date of transfer.

\_\_\_\_\_  
New Owners or Agent for New Owner

\_\_\_\_\_  
Date

Mailing address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_

Federal Tax ID # or Social Security Number: \_\_\_\_\_

(W-9 is required on file with the Garfield County Housing Authority)



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**LANDLORD OBLIGATIONS  
PER HOUSING ASSISTANCE CONTRACT**

The following highlights **some** of the obligations contained in the Housing Assistance Payment (HAP) Contract. As the owner/property manager/landlord, I will comply with all the provisions within the HAP Contract.

- The Tenancy Addendum (Part C of the HAP Contract) must be attached to the Tenant Lease.
- I understand I am responsible for enforcing the terms of the lease and for all property management issues which arise with the unit.
- I will maintain the unit in accordance with Housing Quality Standards.
- The contract unit may only be used by the PHA-approved household members.
- I must notify the Housing Authority (PHA) immediately when a family vacates the unit.
- Housing Assistance Payments can only be paid while the family is residing in the contracted unit. The PHA cannot pay assistance payments for any month after the month the family moves.
- I certify to the best of my knowledge the members of the family reside in the contract unit, and the unit is the family's only residence.
- I certify the rent is reasonable and comparable to amount charged for similar unassisted units in the area and within the premises.
- **The initial rent may not exceed the amount approved by the PHA and I WILL NOT CHARGE OR ACCEPT ANY ADDITIONAL RENT OR OTHER CONSIDERATION (side deals/lease) from the family.**
- I certify I am not the parent, child, grandparent, grandchild, sister or brother of any member of the family (unless pre-approved by PHA/HUD).
- I understand the initial HAP payment could be delayed up to 60 days, but thereafter payments will be received on the first business day of the month. Direct deposit is recommended.
- I **may not** evict the tenant for nonpayment of the Housing Assistance Payment.
- I **cannot** charge my tenant late fees for any monies owed by the PHA. I **can** charge late fees to the tenant for late payment of family rent to owner as outlined in the lease.
- I must provide the PHA copies of any notices or evictions served to the family.
- I must provide a 60-day written notice of a rent increase to the tenant **and** PHA.
- If the PHA terminates program participation for any reason, the lease terminates automatically; you may choose to offer the family a separate, unassisted lease.
- I understand the PHA is not liable for any damages which may occur at or in the leased unit.
- I certify the family does not own or have any interest in the contracted unit.
- Applicant screening of this family must be conducted in the same manner as unassisted applicant families.
- I understand all the aforementioned landlord obligations are contained in the complete HAP Contract Parts A, B and C. I have received a copy, have read the HAP Contract and agree to all the terms and conditions therein.
- The Housing Assistance Payment is issued from the State of Colorado.

I understand I do not have the right to receive housing assistance payments unless I comply with all the provisions of the Housing Assistance Payment contract. I understand I am responsible for enforcement of my lease.

Owner/Agent Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE SIGN AND RETURN TO THE GARFIELD COUNTY HOUSING AUTHORITY**

Family Name: \_\_\_\_\_



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**AUTHORIZATION AGREEMENT  
FOR AUTOMATIC DEPOSITS (ACH CREDITS)**

I (WE) HEREBY AUTHORIZE Garfield County Housing Authority to initiate credit entries to our bank account indicated below and the Bank named below to credit the same to such account.

Payment Type

**SECTION 8 PAYMENTS**

NAME

\_\_\_\_\_

SOCIAL SECURITY NUMBER

\_\_\_\_\_

FINANCIAL INSTITUTION NAME

\_\_\_\_\_

ADDRESS (Institution's)

\_\_\_\_\_

CITY, STATE, ZIP CODE

\_\_\_\_\_

PHONE NUMBER

\_\_\_\_\_

FINANCIAL INSTITUTION'S  
TRANSIT NUMBER

\_\_\_\_\_

ACCOUNT NUMBER

\_\_\_\_\_

CHECKING \_\_\_\_\_ SAVINGS \_\_\_\_\_  
(Please attach a voided check, not a deposit slip)

Email payment notifications to: \_\_\_\_\_

This agreement is to remain in full force and effective until the Garfield County Housing Authority has received written notification from the Payee of its termination in such time and manner to afford the Garfield County Housing authority and the Financial Institution a reasonable opportunity to act on it. It is the responsibility of the PAYEE to fill out a new agreement if the PAYEE changes financial institutions or accounts.

Date \_\_\_\_\_ Phone number \_\_\_\_\_

Authorized Signature \_\_\_\_\_



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## **EFT AUTHORIZATION PROCEDURES (direct deposit)**

- 1) Fill out the form as follows:
  - a. **NAME** – your Name (As registered with IRS)
  - b. **SOCIAL SECURITY NUMBER** – YOUR social security number
  - c. **FINANCIAL INSTITUTION NAME** – Your bank's name
  - d. **ADDRESS** – The address of your bank
  - e. **CITY, STATE, AND ZIP CODE** – for your bank's location
  - f. **PHONE NUMBER** – The bank's phone number
  - g. **FINANCIAL INSTITUTION TRANSIT NUMBER** – Located at the bottom of the check on the left hand side.
  - h. **ACCOUNT NUMBER** – Your bank account number is located at the bottom of the check on the right hand side following the transit number.
  - i. **Checking or Savings** – Place an "X" in the appropriate space
  - j. **E-Mail Address** – Provide an e-mail address where notifications can be sent.
  - k. **Sign and date the form.**
  - l. **Attach a voided check to the form** (NOT A DEPOSIT SLIP)
- 2) Once the documentation is returned for processing, it could take up to 30 days for the Garfield County Housing Authority and your financial institution to complete the process for direct deposits to begin.



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**Effective 01/01/2014 all landlord rent payments will be made through direct deposit OR the Landlord will be required to pick up HAP checks from our office on the SECOND business day of the month OR provide 12 self-addressed stamped envelopes for mailing. GCHA can no longer bear the expense of stop payment fees, and you could be billed for this expense.**



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