



COVID-19 EMERGENCY RENTAL ASSISTANCE LANDLORD AND PROPERTY OWNERS

REGISTRATION SYSTEM QUICK-START USER GUIDE

Prepared by Minnesota Housing for RentHelpMN
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1. INTRODUCTION

The RentHelpMN program allows tenants to submit online applications or submit paper application to request assistance with rent and other eligible expenses. The Program Team will review the tenant's income and other submitted documents to determine eligibility. Landlords can assist tenants in submitting efficient and successful applications by:

- ✓ Providing tenants a copy of their current lease
- ✓ Providing tenants a ledger or rent due statement
- ✓ Providing tenants with the business name and address used for payment information
- ✓ Providing tenants with a copy of their income certification for affordable housing, so long as the income determination was made on or after January 1, 2020

Landlords can also use the system to generate applications for their tenants to complete. Please note that creating an application as a landlord/property owner only creates a limited application. No application is complete without tenant-provided eligibility and income documentation and tenant signatures. Due the private nature of the eligibility documents and the required signatures, a landlord cannot complete a tenant application wholly on their own.

For all eligible rent and fees payable to the landlord, the Program Team will first attempt to pay directly to the landlord per the Emergency Rental Assistance guidance. If the landlord is non-responsive or declines to participate in the program, RentHelpMN will make payment available directly to the tenant.

The online system facilitates the connection between properties, payment accounts, and applicants for assistance. A landlord or property owner (or their approved proxy) can register their property and payment details directly in the online application portal.

1.1 Landlord Roles in the Online System

Register and Create an Account

Before registering, please review all material in this guide and the template organizer. If landlords have all documentation and information noted in the organizer on hand when registering, the process will go much more smoothly.

On their own, or after a tenant has completed the application, landlords can set up user accounts to manage portfolio payments. Users can log back in, which requires two-factor authentication to a valid phone number or email address.

Landlords are required to upload documents and provide information on each property to be eligible to connect accounts and accept payment.

- ✓ A completed W-9 for the property owner with a valid Tax ID Number or Social Security Number for the owner.

- ✓ ACH payment information and a completed EFT form unless check payment is preferred.
- ✓ The valid business name of the ownership entity for each property.

The most recent IRS notice related to the taxable nature of Emergency Rental Assistance funds provided under this program is posted on RentHelpMN.org.

Important: Larger management companies should coordinate and designate roles that may include a dispersed model where regional or site management staff establish accounts or centralized where someone in the corporate office sets up and connects landlord accounts. While multiple users can view properties, coordinating ahead will help to avoid duplicate applications.

Important: Once complete information including tax and payment information is uploaded and saved for a property, the Program Team will review and verify the information. Landlord users cannot receive payments until accounts are validated. This is for the security of the program and for landlords. If incorrect or invalid set-up information is inputted, the work adding tenants and properties may be lost.

1.2 Landlord Actions

Once registered and logged in, a user can take the following actions:

1. Add Properties

Owners or their legal representatives will add information on of the properties in the portfolio. Each property requires the ID number, tax form, and payment type inputted even if they are the same across properties.

2. Upload/Enter Tenants to Create an Application using the create an application button

Landlords can provide information about tenants including tenant contact information for those current tenants in units with rent owed. This option only works for tenants who have an active email address that they have provided to the landlord. When logged in this option is under the "ALL APPLICATIONS" tab.

3. Agree to the Terms

Not all tenants submitted will qualify for assistance and payment from this program is not guaranteed for any Landlord or Property Owner.

4. Send Tenants Applications

Talk to your tenants before you create applications for them. If their email has been used to set up an account and they go on their own to create an account they will get an error message that the email is already in use.

Upon completion of the application on behalf of the tenants, the Head of Household will be sent an email notification asking them to complete their portion of the application.

5. Monitor Status as Tenants Complete and Submit Their Application

Landlords and Property Owners can login periodically to monitor the status of applications they've created or see what applications have been linked to their registered property (tenant-initiated applications). They can also check the status of payments and sum totals of expected assistance.

1.3 Preventing Fraud and Abuse

In multiple areas of the Landlord Registration and Application sections there are preventative measures to deter fraud, waste, and abuse of the federal resources. All Landlords and Property Owners participating in the program are expected to reflect only true and accurate information and where applicable detect and report potential instances of duplication of benefits or attempts at fraud.

1.4 Fraud & Duplication of Benefit Scenarios

Scenarios can range from unintentional acts by individuals with eligible needs resulting in duplication of benefit and recoupment actions to planned actions by one person or a coordinated group with the intent to deceive and defraud the RentHelpMN participants of Emergency Rental Assistance.

Examples for Duplication of Benefits:

- A household approved for RentHelpMN is also receiving assistance from other sources for the same delinquent rent amount and period.
- More than one family member of the applicant household applying for and receiving payments from RentHelpMN.

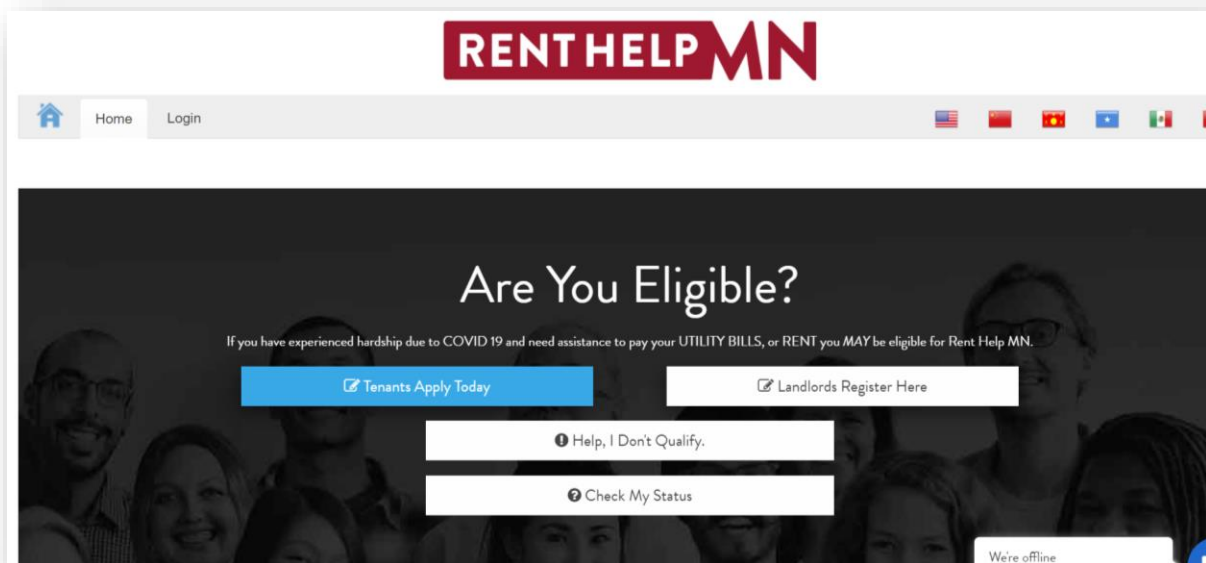
Examples for Fraud:

- An individual or group uses stolen or falsified identities and to apply for RentHelpMN.
- An unscrupulous landlord not absolving the delinquent rents despite having received the funding from RentHelpMN.

2. NAVIGATING THE ONLINE APPLICATION

2.1 Landlord View

The landing page of the application portal (shown below) includes the option to begin a new application as a tenant or to login to an existing application. Below the application buttons are key programmatic and eligibility information. Landlords and Property Owners should ensure this information is clear before proceeding.



Having Trouble Paying Your Utilities or Rent?

We're Here to Help.

The Rent Help MN, RentHelpMN, works to help renters get the assistance they need to avoid utility shutoff or eviction. The RentHelpMN program is administered by Minnesota Housing and the Counties of Anoka, Dakota, Hennepin, Ramsey, Washington, and the Cities of Minneapolis and Saint Paul.

Am I Eligible?

You may qualify if you can answer yes to the following questions.

- Are you a renter household?
- Does your household income meet the program's limits?
- Has someone in your household (1) qualified for unemployment or (2) had a decrease in income or increase in expenses due to Covid-19?
- Is someone in your household at risk for housing instability or homelessness?

How Much Assistance is Available?

Every household's situation is different, so the amount of assistance you may receive will be specific to your needs.

What Costs are Eligible?

You may request assistance back to March 13, 2020. Prior expenses are not eligible.

Eligible costs include: rent, manufactured home lot rent, rental of a manufactured home, utilities including electric, gas, power, heat, water, sewer, bulk fuel, eviction costs, fees charged by your landlord, hotel costs if the hotel is your residence, and other costs related to keeping you in your home.


Costs that are not eligible include: homeowner costs, homeowner utilities, landlord-paid utilities, landlord-paid property taxes, property insurance, phone, internet, renter insurance.


How Can the Rent Help MN Help Me?

Depending on your circumstances, RentHelpMN assistance may:

- Bring your delinquent rent or utility bill(s) current.
- Pay up to 3 months of future rent at a time, until funds run out.

We're offline
Leave a message






How Do I Apply?

After you answer the prescreening questions, you must complete an application for assistance and provide documentation.

Please have all your information and documents ready to ensure faster processing of your application. An application will not begin the review process until all information has been received.


If you are requesting rental assistance, make sure the amount you request will be accepted by your landlord. If they challenge the amount, it can delay your application's processing.



What Happens Next?


If you qualify for rent assistance, we will request approval from your landlord/property manager. If your landlord/property manager approves, we will send payments directly to them to bring your rent current and pay up to 3 months of forward rent. If the landlord will not accept the funds through the program, you may be eligible to receive assistance directly to pay your rent.

If you qualify for utility assistance, we will work with your utility company(ies). If your utility company(ies) approve, we will send payments directly to them to bring your utilities current.



What Else Do I Need to Know?

For more information call or text 211.




Assistance is provided on a fair and equal basis and the RentHelpMN program does not discriminate on the basis of race, color, creed, national origin, sex, religion, marital status, status with regard to public assistance, disability, familial status, gender identity, or sexual orientation in the provision of assistance.

Tennessee warning:

The purpose of this notice is to enable you to make an informed decision about whether to give data about yourself. This information is being collected to facilitate the implementation of the Emergency Rental Assistance Program, to effectively manage and evaluate the program's effectiveness, to comply with reporting requirements to the United States Department of Treasury, and to efficiently administer future COVID-related housing assistance programs specifically authorized by the legislature or mandated by the federal government. You are not legally required to provide any of the requested data, however, if you do not provide the data, we cannot help you.

We're offline



Leave a message



After reviewing the above information, click 'Landlords Register Here' to register a new account.

Are You Eligible?

If you have experienced hardship due to COVID 19 and need assistance to pay your UTILITY BILLS, or RENT you MAY be eligible for Rent Help MN.

 Tenants Apply Today
  Landlords Register Here

2.2 Landlord Registration

First register the contact information for the account. Accounts required a unique email address. Multiple properties, users, and tenants can be added to one account after registration.

The screenshot shows the 'PROPERTY MANAGER/OWNER REGISTRATION' form on the RentHelpMN website. The form is titled 'RENTHELPMN' in a red banner. It contains several input fields for registration: First Name, Last Name, Email, Confirm Email, Password, Confirm Password, Phone Number, and Confirm Phone Number. Each field has a placeholder text. Below the fields is a checkbox labeled 'I agree to the Terms of Use'. At the bottom of the form is a blue 'REGISTER' button and a blue 'BACK' link. In the bottom right corner, there is a chat bubble icon and a message that says 'We're offline Leave a message'.

Be sure to agree to the Terms of Use before clicking "register."

The screenshot shows the 'Terms of Use' page. The title 'Terms of Use' is at the top. The text explains that by using the website, users agree to follow the terms of use and comply with applicable laws. It states that the Minnesota Housing (MHFA) provides an online portal to provide an automated software solution to eligible individuals who choose to apply for aid through its programs. The MHFA strives to keep its documents accurate, current and up-to-date. However, due to possible changes in the law providing the funding for its programs, the MHFA cannot guarantee that all the information on the site is completely current and will update the information as program changes occur. This site is not intended to create any agent or representative relationship, and by using the site, no agent or representative relationship will be created with the MHFA. The text also states that when you access certain portions of the MHFA website or service, you must complete the registration process by providing the complete and accurate information requested on the registration form. You will also be asked to provide a password. You are entirely responsible for maintaining the confidentiality of your password. You may not use the account, username, or password of someone else at any time. You agree to notify the MHFA immediately of any unauthorized use of your account, username or password. The MHFA shall not be liable for any loss that you incur as a result of someone else using your password, either with or without your knowledge. You may be held liable for any losses incurred by the MHFA, its affiliates, officers, directors, employees, consultants, agents, and representatives due to someone else's use of your account or password. The 'Privacy Policy' section states that the MHFA is committed to your right to privacy and takes your privacy seriously. We have very strict privacy policies and we strive to keep your personal and financial information secure. Please note that this Privacy Policy only applies to the MHFA website and not to any other websites that you may access from the Site, each of which may have privacy policies that are materially distinct from this Privacy Policy. This Privacy Policy covers the MHFA's treatment of personally identifiable information that the MHFA collects when you are on the MHFA site, and when you use the MHFA's services. We pledge to hold all information you provide to us in absolute privacy except as otherwise stated herein. Only authorized agents of the MHFA, Third Parties assisting the MHFA in reviewing our applications, and the Landlord or utility companies listed in a Third-Party Authorization may access your information. The 'Ownership' section states that this Site is owned and operated by the MHFA. All rights, title and interest in and to the materials provided on this Site, including but not limited to information, documents, logos, graphics, sounds, and images (the "Materials") are owned either by the MHFA or by its respective third party authors, developers, or vendors ("Third Party Providers"). Except as otherwise expressly provided by MHFA, none of the Materials may be copied, reproduced, republished, downloaded, uploaded, posted, displayed, transmitted, or distributed in any way and nothing on this Site shall be construed to confer any license under any of MHFA's intellectual property rights, whether by estoppel, implication, or otherwise. MHFA does not sell, license, lease or otherwise provide any of the Materials other than those specifically identified as being provided by MHFA. Any rights not expressly granted herein are reserved by MHFA. The 'Limited Permission' section states that the MHFA hereby grants you permission to download, view, copy and print the Materials on any single, stand-alone computer solely for your personal, informational, non-commercial use. Any unauthorized use of any Materials contained on this Site may violate copyright laws, trademark laws, the laws of privacy and publicity and communications regulations and statutes. The 'Third Party Sites' section states that this Site may contain links to Web sites controlled by parties other than MHFA (the "Third Party Sites"). MHFA works with a number of partners and affiliates whose sites are linked with MHFA. MHFA is not responsible for and does not endorse or accept any responsibility for the availability, the contents, the products, the services or the use of any Web site accessed from a Third Party Site, or any changes or updates to such sites. MHFA makes no guarantees about the content or quality of the products or services of any Third Party Site. MHFA is not responsible for webcasting or any other form of transmission received from any Third-Party Site. MHFA is providing these links to you only as a convenience and is not making any representation or warranty about the Third-Party Sites. In the bottom right corner, there is a chat bubble icon and a message that says 'We're offline Leave a message'.

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Access - MHFA grants the user a limited right to access the questionnaire related to the specific product. This access right will be in place until either of the following events occurs ("access period"): a) 180 days elapse following the day the user accesses MHFA's Site, or b) the user submits the product questionnaire for processing and approved assistance is received. Upon the termination of the access period, any and all rights created for the user to access the questionnaire shall expire. If the access period lapses without submission of the product questionnaire for processing, MHFA has no further obligation to user including, but not limited to, providing access to the product questionnaire and delivering the product.

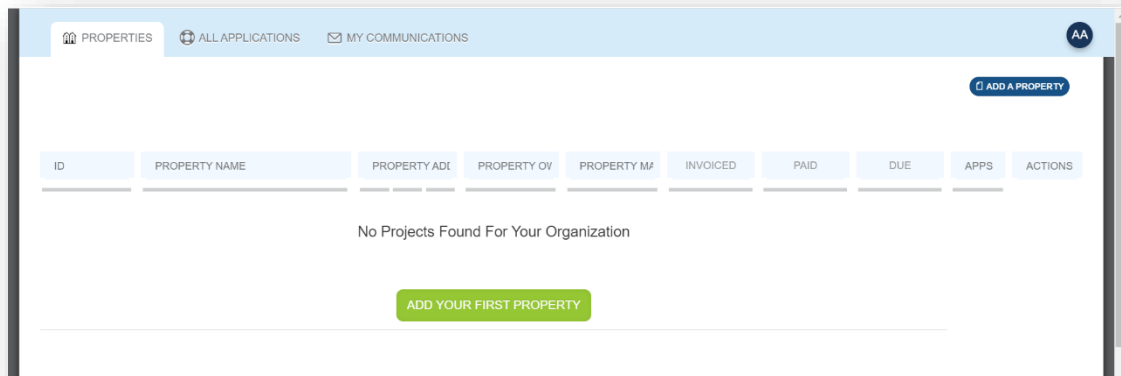
Authorization to share info - The MHFA agrees to maintain the confidentiality of user's information; however, user authorizes the MHFA, its agents, and its affiliates to release/exchange information from user's application in order to assist in the review of program applications and to assist the user in pursuing utility shut-off, rental or eviction prevention options, or other services related to the program to which you are applying. This information will be released only to those institutions, companies and agencies that the MHFA believes can provide utility shut-off, rental, eviction, or other assistance related to the program's goals. Examples of such entities include state and public agencies, real estate related service providers, public utilities, housing organizations, landlords, property managers, legal aid, and other nonprofit organizations. If necessary, information on file at another entity may also be released to the MHFA, its agents, and affiliates.

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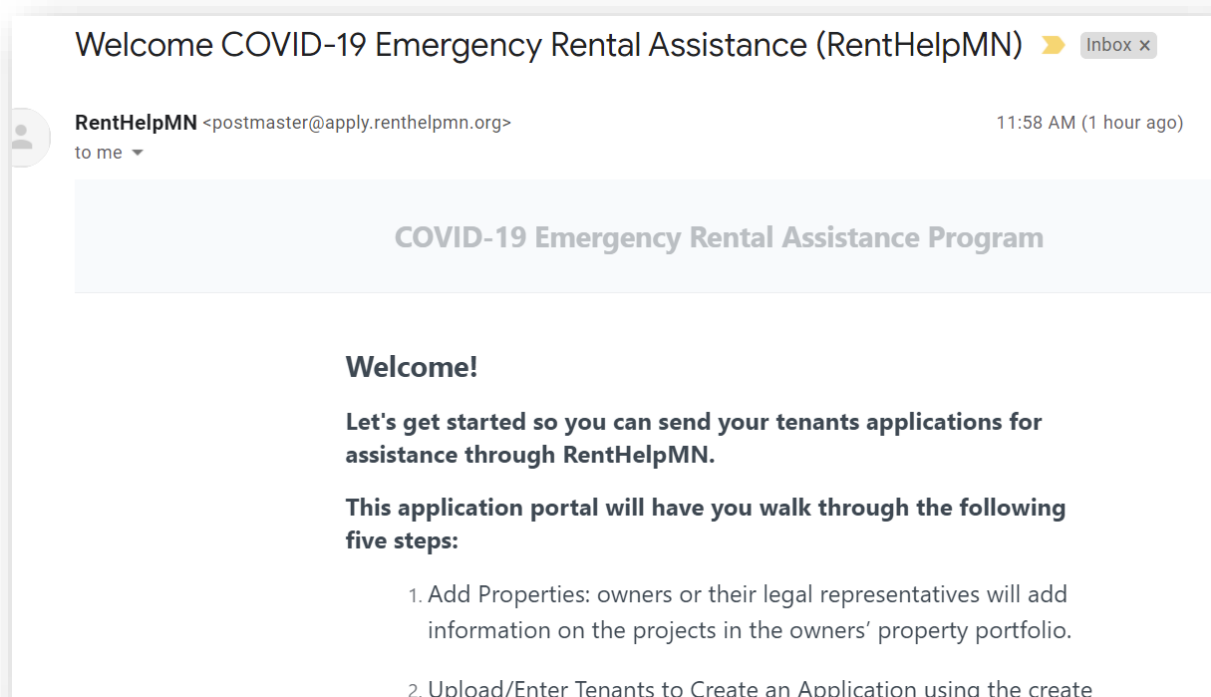
2.3 Landlord Dashboard

Once the Landlord has registered, the dashboard they see will list all of their registered properties. When tenants apply, they indicate their Landlord and property address and their applications will then be visible by the Landlord in this dashboard.



Initially, the dashboard will be empty. For each property landlords can register the address and information to their account.

Users will also receive a confirmation email that the account has been created.



2.4 Adding a New Property

Landlord Accounts can register multiple properties. If dealing with multiple properties landlords can streamline their registration by collecting all property information into **the Multiple Properties Data Template (optional Excel spreadsheet)** available for download at **RentHelpMN.org**

Important: The Multiple Properties Data Template is only an organizer tool and if completed may include private data. **Do not** send this document to RentHelpMN. It will not be uploaded. This form is not required, properties may be inputted manually in the online portal.

[illegible]

Step 1. Property Information

The radio buttons indicate the step in the process.

The screenshot shows a modal window titled "Add Property" with a close button (X) in the top right corner. At the top, there are four circular progress indicators representing the steps: "Property Information" (active, with a blue dot and line), "Financial Information", "Invite Users", and "Confirmation". Below these, the "My Role" section features a dropdown menu with the text "Select Your Role..." and a list of options: "Property Owner" and "Property Manager". A "Save & Continue" button is located at the bottom right of the modal. The background shows a blurred view of the main application interface with a sidebar and a top navigation bar.

"Property Name" is the complex or property name tenants will know, such as "Daisy Hill Farms on 4th Street," "Longview Estates," or "The Willows."

"Street Address" is the location of the complex or property. The system will look up addresses behind the scene - select the property address once you see it in the list, or type it in. Note that each individual address in the complex will need to be entered.

Select the role - either as the **Property Owner** or **Property Manager**.

The screenshot displays a form titled "Property Owner AS REPORTED ON W9 & TAX RETURN". The form contains several input fields for property owner information: "PROPERTY OWNER COMPANY NAME AS IT APPEARS ON OWNER'S W-9" (with a search icon and placeholder text), "PROPERTY OWNER COMPANY PHONE NUMBER" (with a country code dropdown and placeholder text), "PROPERTY OWNER FIRST NAME" (labeled "PO First Name"), "PROPERTY OWNER LAST NAME" (labeled "PO Last Name"), "PROPERTY OWNER COMPANY ADDRESS AS IT APPEARS ON OWNER'S W-9" (labeled "Street Address"), "PROPERTY OWNER COMPANY ADDRESS LINE 2", "PROPERTY OWNER COMPANY CITY", "PROPERTY OWNER COMPANY STATE" (a dropdown menu), "PROPERTY OWNER COMPANY ZIP" (labeled "Zip"), and "PROPERTY OWNER TAX IDENTIFICATION NUMBER" (labeled "Tax ID Number"). The form is set against a blurred background of the application interface.

Add the Property Owner information as it appears on the W-9 (this is the entity that will receive payment for this address).

If the Property Management firm or individual is the same as the Property Owner, indicate by checking the box. If the Property Management firm or individual is different, enter the appropriate information.

The screenshot shows the 'Property Manager' form. At the top, it says 'This Company's Name and Contacts will be listed in the tenant's search results.' Below this is a checkbox labeled 'The Property Manager Is The Same As The Property Owner'. The form contains several input fields: 'PROPERTY MANAGER COMPANY NAME' (with a search icon), 'PROPERTY MANAGER COMPANY PHONE NUMBER' (with a dropdown for country code), 'PROPERTY MANAGER FIRST NAME' (filled with 'Erica'), 'PROPERTY MANAGER LAST NAME' (filled with 'Dauer'), 'PROPERTY MANAGER COMPANY ADDRESS LINE 1' (filled with 'Street Address'), 'PROPERTY MANAGER COMPANY ADDRESS LINE 2', 'PROPERTY MANAGER COMPANY CITY' (filled with 'City'), and 'PROPERTY MANAGER COMPANY STATE' (a dropdown menu). On the right side of the form, there are buttons for 'ADD A PROPERTY', 'APPS', and 'ACTIONS'. A small 'We're Online!' notification is visible in the bottom right corner.

It is important to enter the information for the payee (whomever will be receiving the payments for any rents and fees due) in the **Property Owner Company Name** field. This is the entity that will receive the payments for this property, and must be the firm/individual named in the W-9 and payment account ownership.

The screenshot shows the 'Add Property' form. At the top, it says 'Add Property'. Below this is a progress bar with four steps: 'Property and Related Companies', 'Payment Information' (which is the current step and is highlighted in blue), 'Invite Users', and 'Confirmation'. Below the progress bar, there is a dropdown menu labeled 'PLEASE SELECT THE PRIMARY PROGRAM YOU WILL BE UTILIZING'. The dropdown menu is open, showing a list of options: 'COVID-19 Emergency Rental Assistance', 'COVID-19 Emergency Rental Assistance (Ramsey)', 'COVID-19 Emergency Rental Assistance (Dakota)', 'COVID-19 Emergency Rental Assistance (Washington)', 'COVID-19 Emergency Rental Assistance (Hennepin)', 'COVID-19 Emergency Rental Assistance (St. Paul)', and 'COVID-19 Emergency Rental Assistance (Minneapolis)'. The 'COVID-19 Emergency Rental Assistance (Minneapolis)' option is selected and highlighted in blue. To the right of the dropdown menu is a 'Save & Continue' button. On the right side of the form, there are buttons for 'ADD A PROPERTY', 'APPS', and 'ACTIONS'. A small 'We're Online!' notification is visible in the bottom right corner.

The system will prompt selection of the program; select the program "COVID-19 Emergency Rental Assistance".

Click Save & Continue.

Step 2: Payment Information

The radio button tells us we are now in the payment information section.

Select the company or individual to receive payment from the dropdown list for this property.

The screenshot shows the 'Add Property' form with four steps: 'Property and Related Companies', 'Payment Information' (selected), 'Invite Users', and 'Confirmation'. The 'Payment Information' step asks 'Which company will receive funds and the 1099 from us?' and features a dropdown menu labeled 'Select a Payee Company'. At the bottom, there are 'Previous' and 'Save & Continue' buttons.

The tax identification number (TIN) or social security number for the company or person must be entered to receive the payments. The W-9 must include this TIN or social security number.

This screenshot shows the 'Add Property' form with the 'Payment Information' step selected. The dropdown menu for 'Which company will receive funds and the 1099 from us?' is now filled with 'Dog Fight Property Management'. Below this, there is a field for 'ENTER THE TAX ID OR SOCIAL SECURITY NUMBER OF THE COMPANY' with the value '123456789'. Further down, there is a section titled 'Please upload a W9 for payment reimbursement' with a link to 'DOWNLOAD W9 FORM'. At the bottom, there is a footer with 'Minnesota Housing © 2018 — 2021 V:2.0.65' and a chat bubble that says 'We're Online! How may I help you today?'.

If a W-9 is needed to complete for this property, download the form the link, or see the back of this guide (Appendix 1). Upload the completed W-9 into the system by selecting

the Upload link. Once uploaded, preview the document to check it was successfully uploaded.

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

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

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - _____

or

Employer identification number

____ - _____

Next, chose the method for payment: ACH (Automated Clearing House) or check, indicate if the account to receive payment is checking or savings, provide the routing and account numbers, and upload a copy of a cancelled check or ACH Payment Form (attached at the back of this guide as Appendix 2).

Payment Method

ACH

ACCOUNT TYPE

☒ Checking ☐ Savings

ROUTING NUMBER

123654987

ROUTING NUMBER CONFIRMATION

123654987

ACCOUNT NUMBER

987654321

ACCOUNT NUMBER CONFIRMATION

987654321

Voided Check Image

Please upload your document(s)

UPLOAD FILE

Previous **Save & Continue**

RENTHELPMN Direct Deposit Authorization for Electronic Funds Transfer (EFT)

Please upload this form to your RentHelpMN account at:
 apply.renthelpmn.org
 or mail to:
 RentHelpMN
 Document Services Center
 1055 American Boulevard, Suite A
 Bloomington, MN 55420

Fax: 952-285-2318
*Instructions for completing this form are on the back.
 Please print clearly and use black ink.*

Mailing Address (General)

Name
 Address
 City State Zip Code

Contact Information - Please list person who can respond if additional information is required.

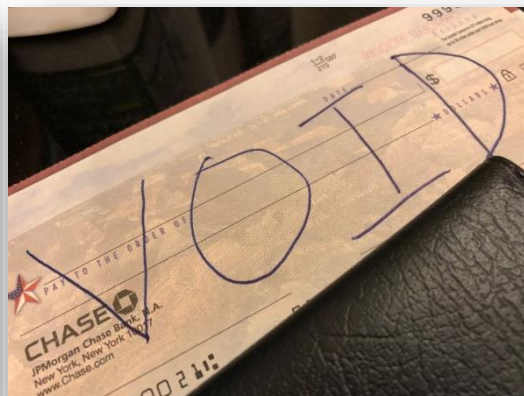
Contact Name
 Email Address
 Email address for payment notification
 (if different from above)
 Phone - - Ext.

Tax Identification Information

Federal ID/Social Security Number
 Federal ID/Social Security Name

Financial Institution Information *Note: Do not use /, \, *, or ~ in any fields in this section. Replace with spaces.*

ABA Routing Number
 Customer Account Number
 Financial Institution
 Street Address



To see the uploaded document, click the “preview” icon.

Click Save & Continue.

Payment Method

ACH


ACCOUNT TYPE

☒ Checking ☐ Savings

ROUTING NUMBER 123654987 **ROUTING NUMBER CONFIRMATION** 123654987

ACCOUNT NUMBER 987654321 **ACCOUNT NUMBER CONFIRMATION** 987654321

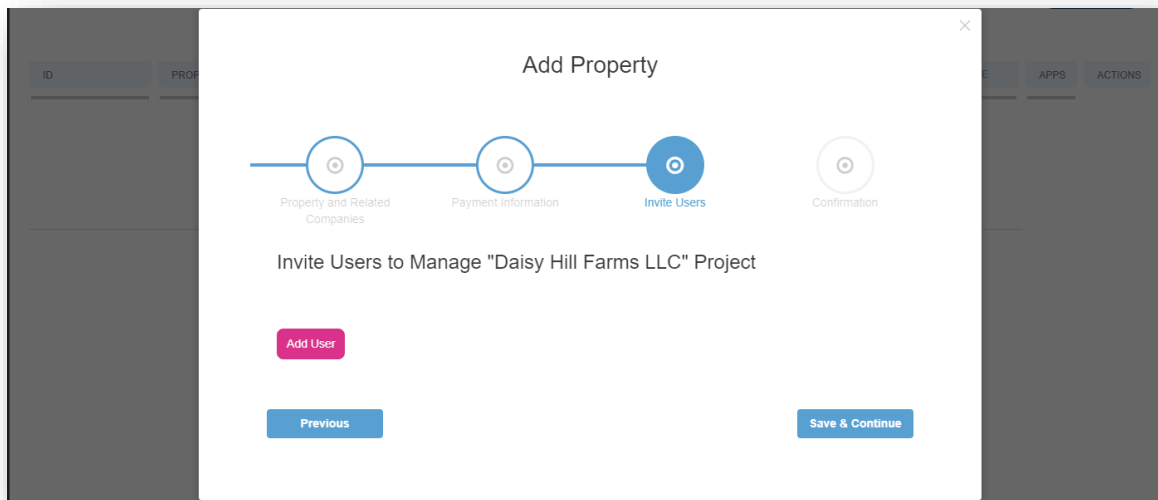
Voided Check Image

 check copy-1618269557.pdf
 Uploaded 04/12/2021
 NOTE: ANY MEMBER OF YOUR ORGANIZATION WITH ACCESS TO THIS SITE
 IS ABLE TO REVIEW THIS SENSITIVE INFORMATION. PROVIDE ACCESS WITH
 CARE.

Step 3: Add Users

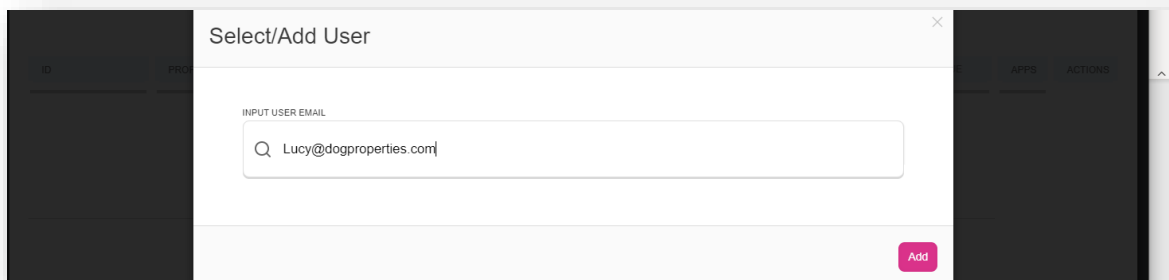
Individuals may now be associated to the property, providing them access to the system. They will only be able to view information for properties associated to them as a contact. Please note that users may be able to view sensitive information such as tax forms and bank account information.

Click the "add user" button to begin (if would like to associate others with the property). If no others to add, click Save & Continue.



The screenshot shows a modal window titled "Add Property". At the top, there is a progress bar with four circular icons representing different steps: "Property and Related Companies", "Payment Information", "Invite Users" (which is highlighted in blue, indicating the current step), and "Confirmation". Below the progress bar, the text reads "Invite Users to Manage 'Daisy Hill Farms LLC' Project". There are three buttons at the bottom: a pink "Add User" button, a blue "Previous" button, and a blue "Save & Continue" button.

Provide the user's email address (this becomes the user's name) and click "add."



The screenshot shows a modal window titled "Select/Add User". It contains a search bar with the label "INPUT USER EMAIL" and the text "Lucy@dogproperties.com" entered. A pink "Add" button is located at the bottom right of the modal.

Provide the individual's name, phone number and role with the property and either add another user or Save & Continue.

Add Property

Property and Related Companies Payment Information **Invite Users** Confirmation

Invite Users to Manage "Daisy Hill Farms LLC" Project

First Name: Last Name: Phone Number:

Email: Role:

Success - the property was added! Select "add another property" or "done."

Add Property

Property and Related Companies Payment Information Invite Users **Confirmation**

Your property has been created.

Next Steps:

1. After clicking 'Done', you will be redirected to the property page.
2. Review your property information to make sure it is correct.

If select "add another property," return to the Property Information page.

If select "done," return to Property Owner Dashboard with a property owner's properties. This property owner has entered 4 properties into the system.

<div> <div>PROPERTIES</div> <div>ALL APPLICATIONS</div> <div>MY COMMUNICATIONS</div> </div> <div>DP</div> <div>ADD A PROPERTY</div>									
ID	PROPERTY NAME	PROPERTY ADDRESS	PROPERTY OWNER	PROPERTY MANAGER	INVOICED	PAID	DUE	APPS	ACTIONS
46455	Daisy Hill Farms LLC	300 Nicollet Mall Minneapolis MN 55401	<div>Charles Schultz</div> <div>Dylan Properties</div> <div>(916) 715-5586</div> <div>500 West Sonoma Blvd Petaluma CA 94955</div>	<div>Charles Schultz</div> <div>Dylan Properties</div> <div>(916) 715-5586</div> <div>500 West Sonoma Blvd Petaluma CA 94955</div>	\$0 Invoiced Amount	\$0 Amount Paid	\$0 Amount Due	0	
46456	Daisy Hill Farms LLC	300 Nicollet Mall Minneapolis MN 55401	<div>Charles Schultz</div> <div>Dylan Properties</div> <div>(916) 715-5586</div> <div>500 West Sonoma Blvd Petaluma CA 94955</div>	<div>Charles Schultz</div> <div>Dylan Properties</div> <div>(916) 715-5586</div> <div>500 West Sonoma Blvd Petaluma CA 94955</div>	\$0 Invoiced Amount	\$0 Amount Paid	\$0 Amount Due	0	

3. INITIATING A TENANT APPLICATION

Landlords can initiate applications on behalf of their tenants behind on rent. As a reminder, this is a limited application, a completed application requires tenant-provided income and eligibility information.

Talk to your tenants before you initiate an application on their behalf. The tenant may not know that an application was created on their behalf and may not see the email. If the tenant self-initiates an application they may get an error message that their email has already been registered, which could cause concerns for the tenant.

The following information is needed for each unit:

- ✓ Tenant Head of Household Name (first and last)
- ✓ Tenant Head of Household email address
- ✓ Tenant Head of Household phone number
- ✓ Unit Address
- ✓ Rent Due Statement or Ledger

If initiating applications for multiple tenants on their behalf, Landlords and Property Owners can use the Multiple Properties Data Template, the second tab in the spreadsheet allows for tenant contact information and financial information about the months and amounts that need assistance from the program for payment.

This template is available for download at:

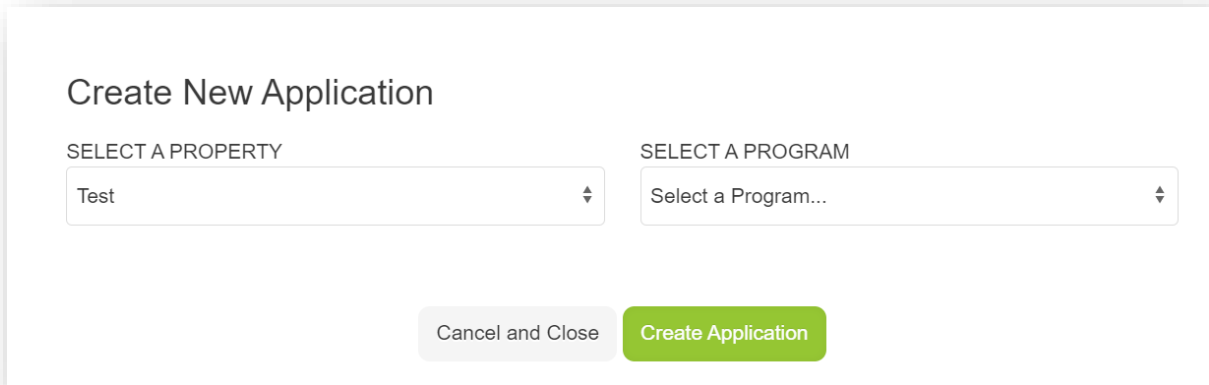
<https://www.RentHelpMN.org>

Important: The Multiple Tenants Data Template is only an organizer tool. When completed it may include private data. **Do not** send this workbook to RentHelpMN. It will not be uploaded.

[illegible]

3.1 Create a New Application

Landlords and Property Owners can access the application through their main dashboard. Make sure to register the property in account before initiating an application for the tenant.

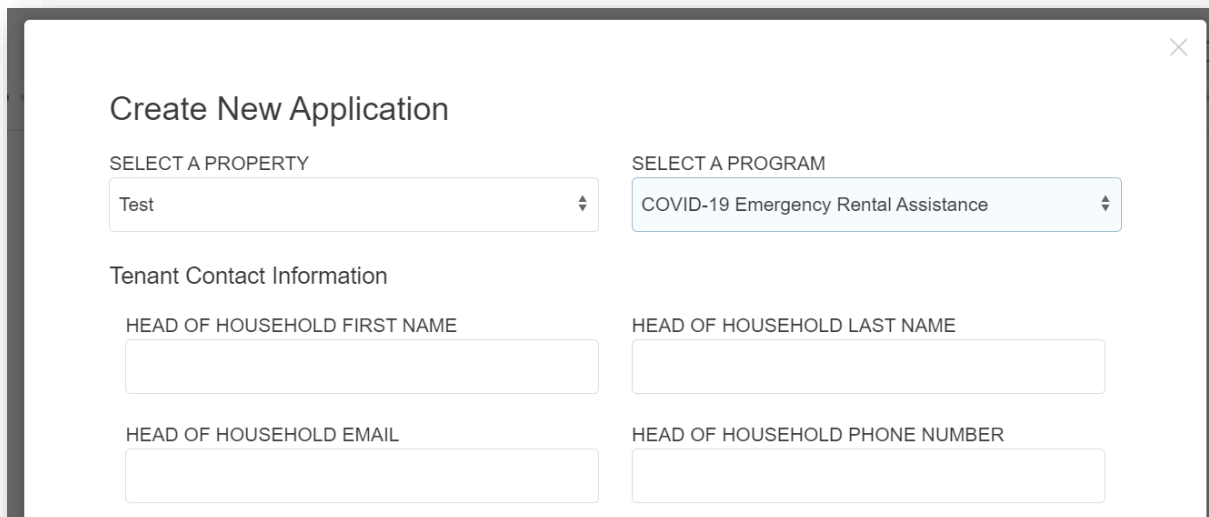


Create New Application

SELECT A PROPERTY
Test

SELECT A PROGRAM
Select a Program...

Cancel and Close Create Application



Create New Application

SELECT A PROPERTY
Test

SELECT A PROGRAM
COVID-19 Emergency Rental Assistance

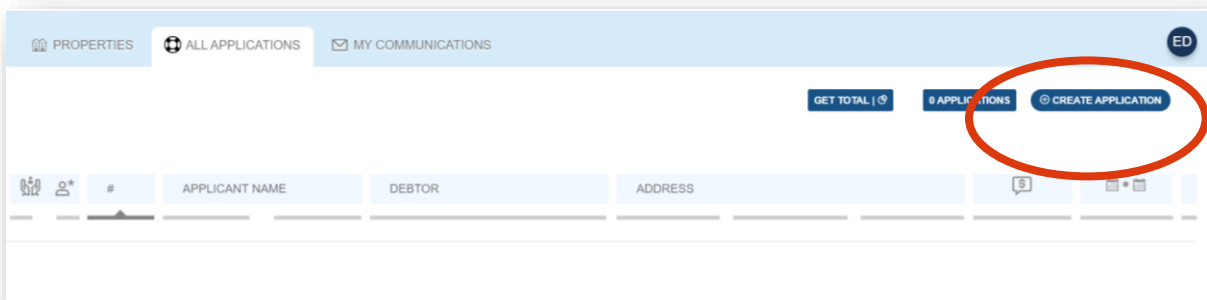
Tenant Contact Information

HEAD OF HOUSEHOLD FIRST NAME

HEAD OF HOUSEHOLD LAST NAME

HEAD OF HOUSEHOLD EMAIL

HEAD OF HOUSEHOLD PHONE NUMBER



PROPERTIES ALL APPLICATIONS MY COMMUNICATIONS ED

GET TOTAL 0 APPLICATIONS **CREATE APPLICATION**

#	APPLICANT NAME	DEBTOR	ADDRESS		
---	----------------	--------	---------	--	--

Select 'COVID-19 Emergency Rental Assistance' as the program and fill in the Head of Household contact information for the tenant.

Next complete the address and building information.

Tenant Address Information

BUILDING ADDRESS

Street Address

BUILDING UNIT

BUILDING CITY

BUILDING STATE

BUILDING ZIP

BUILDING COUNTY

MONTH	MONTHLY AMOUNT DUE	AMOUNT PAID BY TENANT	FEES DUE	AMOUNT PAID BY OTHER PROGRAM(S)	TOTAL REQUESTED
<input type="checkbox"/> Apr 2020	-	-	-		-
<input type="checkbox"/> May 2020	-	-	-		-
<input type="checkbox"/> Jun					

At this point, all assistance that is being requested (back due rent, fees, future rent if it is known that the tenant will need continued assistance at the time of application) can be listed.

Importantly, if the tenant has already paid partially or an amount has been paid by other housing assistance programs to cover the same costs for the same period, indicate it here.

MONTH	MONTHLY AMOUNT DUE	AMOUNT PAID BY TENANT	FEES DUE	AMOUNT PAID BY OTHER PROGRAM(S)	TOTAL REQUESTED
<input type="checkbox"/> Apr 2020	-	-	-		-
<input type="checkbox"/> May 2020	-	-	-		-
<input checked="" type="checkbox"/> Jun 2020	489	0	63	<input type="radio"/> Report Other Funding Received	\$552.00
<input checked="" type="checkbox"/> Jul 2020	489	0	63	<input type="radio"/> Report Other Funding Received	\$552.00
<input checked="" type="checkbox"/> Aug 2020	489	0	63	<input type="radio"/> Report Other Funding Received	\$552.00
<input checked="" type="checkbox"/> Sep 2020	489	0	63	<input type="radio"/> Report Other Funding Received	\$552.00
<input checked="" type="checkbox"/> Oct 2020	489	0	63	<input type="radio"/> Report Other Funding Received	\$552.00
<input checked="" type="checkbox"/> Nov 2020	489	0	63	<input type="radio"/> Report Other Funding Received	\$552.00
<input checked="" type="checkbox"/> Dec 2020	489	0	63	<input type="radio"/> Report Other Funding Received	\$552.00
<input checked="" type="checkbox"/> Jan 2021	555	0	68	<input type="radio"/> Report Other Funding Received	\$623.00
<input checked="" type="checkbox"/> Feb 2021	555	0	68	<input type="radio"/> Report Other Funding Received	\$623.00
<input checked="" type="checkbox"/> Mar 2021	555	0	68	<input type="radio"/> Report Other Funding Received	\$623.00

Agency Rental Assistance Program © 2018 — 2021 V.2.0.73

We're Leave

After listing the assistance requested, the Landlord or Property Owner must certify that they have read and agreed to the Terms of Agreement.

To agree, type the name of the Landlord or Property Owner in the box, the toggle above it will change from grey to green, indicating the statement above has been certified.

ALL APPLICATIONS
MY COMMUNICATIONS
PROPERTY 46524

<input checked="" type="checkbox"/> Jun 2021	<input type="text" value="555"/>	<input type="text" value="0"/>	<input type="text" value="68"/>	Received ⊖ Report Other Funding Received	\$623.00
<input checked="" type="checkbox"/> Jul 2021	<input type="text" value="555"/>	<input type="text" value="0"/>	<input type="text" value="68"/>	⊖ Report Other Funding Received	\$623.00

Terms of Agreement by Landlord/Property Owner

- I am the landlord/property owner or the duly authorized agent of the landlord/property owner for this rental unit.
- The rent/fees are accurate, owed by the tenant, and have not been paid by the tenant or any other source, including through a government rental assistance program.
- Payment of the rent/fees listed through the RentHelpMN COVID-19 Emergency Rental Assistance program will satisfy the tenant's monetary obligation for the rental unit for the months listed.
- I agree to accept payment through this program.
- If I am receiving prospective monthly rent payments, I agree that the tenant is expected to reside in the property for the months for which I have received payment.
- I understand that payments obtained under false pretenses or fraud, payments for costs paid by any other source, or payments for any period of time in which the tenant is not residing in the unit must be repaid and may be subject to recapture and appropriate legal action.

By Signing below, I, the landlord or legal representative, certify that I understand and agree to the terms of this agreement.

Parker Barker

☒ I Agree

Parker Barker

After completing the Terms of Agreement, the application can be submitted and the system will return to the main Dashboard, where the new application is visible under the 'Applications' tab.

Applications
CR Invoices
Communications
Contacts
Parker Heights...

GET TOTAL | 2 APPLICATIONS | CREATE APPLICATION

	#	APPLICANT NAME	DEBTOR	ADDRESS	\$	STATUS	STATUS
RentHelpMN	370	Will Smith (614) 778-2543 1@Belaire.com	1 Parker Heights Parker Barker Parker Barker Limited Parker Barker Parker Barker Limited	985 Ivy Ave E, Saint Paul, Ramsey, MN, 55106	\$10,835.00	NA	Incomplete
RentHelpMN	378	Betsy Ross (614) 566-9965 Betsy@flags.com	1 Parker Heights Parker Barker Parker Barker Limited Parker Barker Parker Barker Limited	986 Ivy Ave E, Saint Paul, Ramsey, MN, 55106	\$8,223.00	NA	Incomplete

3.2 Communication to Tenant

An automated email will be sent to the Head of Household identified in the application with a link for them to complete their portion of the application. Make sure the tenant is aware that the email will be coming through. It will be from RentHelpMN and may go to a spam or junk folder.

Landlords and Property Owners can reach out directly to tenants to ensure they received the email and have all the documentation they need for their section.

Dear Test Test,

Your landlord has requested you complete an application for assistance through the RentHelpMN program.

They have entered all your **rental** information. To complete the application, please click the link below to enter the eligibility pre-screen and if eligible, complete the application.

If you have already completed an application for assistance through RentHelpMN you may disregard this email and we advise you to share your submittal status with your landlord.

[Log In Here](#)

Or, you can click this link here: [https://testmn.allita360.com/
auto_login_user?token=Mnh5ccO7GxaROhh2aP3a5vVg45AiQb
pGPPejwa3lu4M6su4EeC5AJWvjStK2
gU9S0p0Cvd6CkZHtGDpMUMPvkbkwc7
Kg3O4L2hZVdE7GnezwTMs8FfeiAa52
y1kTQCGB3HW07S70K0Zvp4ZAsgeuDk
3WHbxVUJ7ss29kYy9aI3D4RBbP7Ele
I0m0naNJlzb4yrPem93y0vnShB0IO
jKfNU0yxFVhHSgs4NrrWKCcrvvuMq4
c1Y50sXGDATvcK7&user_id=1154&path=/#/application/310](https://testmn.allita360.com/auto_login_user?token=Mnh5ccO7GxaROhh2aP3a5vVg45AiQbpGPPejwa3lu4M6su4EeC5AJWvjStK2gU9S0p0Cvd6CkZHtGDpMUMPvkbkwc7Kg3O4L2hZVdE7GnezwTMs8FfeiAa52y1kTQCGB3HW07S70K0Zvp4ZAsgeuDk3WHbxVUJ7ss29kYy9aI3D4RBbP7EleI0m0naNJlzb4yrPem93y0vnShB0IOjKfNU0yxFVhHSgs4NrrWKCcrvvuMq4c1Y50sXGDATvcK7&user_id=1154&path=/#/application/310)

Thank You,

RentHelpMN

Appendix 1: W-9 Form

Request for Taxpayer Identification Number and Certification

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

➔ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
<input type="checkbox"/> Individual/sole proprietor or single-member LLC	Exempt payee code (if any) _____
<input type="checkbox"/> C Corporation	Exemption from FATCA reporting code (if any) _____
<input type="checkbox"/> S Corporation	(Applies to accounts maintained outside the U.S.)
<input type="checkbox"/> Partnership	
<input type="checkbox"/> Trust/estate	
5 Address (number, street, and apt. or suite no.) See instructions.	
6 City, state, and ZIP code	
7 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 line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
OR									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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 ~~because 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 U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must check either 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 for Part II, later.

Sign Here	Signature of U.S. person ➔	Date ➔
-----------	----------------------------	--------

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and ~~third-party~~ network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.

In the cases below, the following person must give 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.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 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, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% 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, payments made in settlement of payment card and third party network transactions, 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 instructions for Part II 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 *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

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

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. 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 line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 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 U.S. commonwealth or possession, 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 U.S. commonwealth or possession
- 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

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. 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. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

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 U.S. commonwealth or possession, 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 Regulations 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 Regulations 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

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Appendix 2: ACH Form



Direct Deposit Authorization for Electronic Funds Transfer (EFT)

Please upload this form to your RentHelpMN account at:

apply.renthelpmn.org

or mail to:

RentHelpMN

Document Services Center

1055 American Boulevard, Suite A

Bloomington, MN 55420

Fax: 952-285-2318

Instructions for completing this form are on the back.
Please print clearly and use black ink.

Mailing Address (General)

Name

Address

City

State

Zip Code

Contact Information - Please list person who can respond if additional information is required.

Contact Name

Email Address

Email address for payment notification

(if different from above)

Phone

Ext

Tax Identification Information

Federal ID/Social Security Number

Federal ID/Social Security Name

Financial Institution Information

Note: Do not use /, \, *, - or ~ in any fields in this section.

Replace with spaces.

ABA Routing Number

Customer Account Number

Financial Institution

Street Address

City, State, ZIP Code

Type of Account:

Checking

Savings

Authorization to Make Electronic Fund Payments

I authorize the Minnesota Housing Finance Agency, Dakota County, Hennepin County, Ramsey County, Washington County, and the cities of Minneapolis and Saint Paul, and their successors and assigns, collectively referred to as RentHelpMN, to deposit, by electronic fund transfer, payments owed to me by RentHelpMN and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. RentHelpMN shall deposit the payments in the financial institution and account designated above. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or my payments may be erroneously transferred electronically.

I consent to and agree with the National Automated Clearing House Association Rules and Regulations and RentHelpMN's Rule about electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended or repealed.

Authorized Signature

Printed Name

Title

Date

Completing the Direct Deposit Authorization for Electronic Fund Transfer (EFT) Form

Notice of Intent to Collect Private Data

All payment recipients are asked to provide private data to the Minnesota Housing Finance Agency, Dakota County, Hennepin County, Ramsey County, Washington County, the cities of Minneapolis and Saint Paul, and their successors and assigns, hereafter referred to collectively as RenHelpMN, for the following purposes:
State employees who support this function of the state's accounting system need to access the data to verify information. Others who have legal access to the data include: Legislative Auditor, Attorney General, enforcement agencies with statutory authority, and any other person or entity authorized by law or court order.

Social Security Number (SSN) or Federal Employee Identification Number (FEIN): Needed for identification purposes. This number is used to match recipients with payments. This number is also called a Tax Identification Number or TIN number. You are not legally required to provide this data. However, without this information we cannot convert you to EFT.

ABA Routing Number, Account Number, Account Type: This data is required to correctly deposit payments to your designated bank account. You are required by law to provide this information. Incomplete information may cause a delay in converting to EFT. Additionally, incorrect information may cause a payment to be delayed or deposited to the wrong account.

Instructions for Completing the Form

Determine which bank accounts will be used for direct deposit. A separate copy of the Electronic Fund Transfer Authorization form is required for each bank account.

Mailing Address (General)

Name, Address, City, State, Zip Code. Enter the name of the business or individual, address, city, state, and zip code.

Contact Information

Enter the name, email address, and phone number of the person who can respond to questions regarding the information provided on this form.

Tax Identification Information

Federal ID/ Social Security Number and Name. Enter the nine-digit Federal Employer Identification Number (FEIN) for business, or the nine-digit Social Security Number (SSN). Enter the name associated with either the FEIN or SSN listed on the form.

Financial Institution Information

1. ABA Routing Number. Enter the ABA Routing Number to identify your financial institution. Contact your bank if you are not sure what number to put in this field.
2. Customer Account Number. Enter your bank account number. Contact your bank if you are not sure what number to put in this field.
3. Financial Institution Name, Address, City, State, Zip Code. Enter the name and address of your financial institution.
4. Type of Account. Indicate if the account listed on this form is a checking or savings account.

Authorization to Make Electronic Fund Payments

Sign the form and print your name and title (if any) and the date.

Send the Form

Please upload this form to your RentHelpMN account at: apply.renthelpmn.org

or mail to:
RentHelpMN
Document Services Center
1055 American Boulevard, Suite A
Bloomington, MN 55420

or
Fax: 952-285-2318

To change your ACH payment information complete a new ACH form and upload to your RentHelpMN account, or mail or fax the form using the information above.