



Pierce
County
Housing
Authority

In the on-going effort to maximize housing assistance funds available to our clients, use less paper, reduce environmental waste, and help us become more efficient, Pierce County Housing Authority (PCHA) **will now require** that all housing assistance payments are made directly to the landlord's bank account (or the landlord's representative payee bank account). In order to facilitate and ensure that rental payments through our Housing Assistance Program is paid to you without delay, you are required to complete and return the requested information on the attached enrollment form **within 10 days**. Failure to provide the requested information may result in delay of rental assistance payments.

Obtaining Details About Your Direct Deposit Payments:

Since checks will no longer be available, please familiarize yourself with our online **HMS Payment Access for Landlords (PAL)** system. Using this system, you will be able to register and access information regarding the direct deposit of your monthly Housing Assistance Payments (HAP) for all your current tenants.

Please take the time to visit the website and familiarize yourselves with the new system at: www.hmsforweb.com/pal. There are instructions provided to assist you in accessing your information. Each landlord will be required to register at HMS PAL and set up a user account. After successful registration, you can log in and check your payment history and print out individual payment information. You will need an e-mail address to complete the on-line process. If you do not have an e-mail account, you can sign up for a free account at www.hotmail.com, www.gmail.com, www.msn.com, or www.yahoo.com. Obtain the email address before registering on the PAL site.

Through HMS PAL, you will be able to view an 18 month payment history and current year to date totals. Your most current payment data will be available online on the day following a check run process. This includes mid-month payments that are applicable for new move-ins, lease ups, and payments that have been held for abatements. However, keep in mind that it may take 3-5 business days for the receipt of your actual payment in your bank account based on the time it takes your bank to process direct deposits.

You can opt to receive email notifications that a recent payment has been posted to the web, by enabling email notifications. If you would like to receive an email notification, you must select to turn on email notifications after you log in to HMS PAL by clicking on "Email Settings" in the left menu. All landlords who received a payment the previous day and have turned on email alerts will receive an email. The email will let you know that your current month's statement is available online, and it will provide you with a link that will bring you to the login page.

If you have technical problems with the PAL site, you can email support@hmsforweb.com for assistance. If you have questions about payment dates, payment amounts, etc, you should contact PCHA directly.

At PCHA, we are always looking for ways to expedite and simplify our functions in order to better serve both our landlords and clients. By implementing the usage of HMS PAL and the Direct Deposit method for making rental assistance payments, we hope to offer an easier and more convenient method for you to verify and receive housing assistance payments and information. For any questions or comments regarding HMS PAL, please email: support@hmsforweb.com.



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Return of This Direct Deposit Enrollment Form Is Required To Receive Section-8 Rent Payments

To receive your tenant's monthly Section-8 rental assistance payment, you must complete and return the following Direct Deposit Enrollment Form. You can obtain payment detail information through the Pierce County Housing Authority web-site at <http://www.pchawa.org/Landlords.php> or www.hmsforweb.com/pal.

Direct Deposit Enrollment

Landlord/Payee: _____

Landlord/Payee Tax ID # (TIN): _____

Tenant Name & Address: _____

Landlord Phone Number: _____

Bank Name: _____

Bank Phone: _____

Account Type: Checking Savings

Bank Routing Number*: _____

Account Number*: _____

Authorized Signature: _____

*To ensure your payments are directed correctly, please check with your bank to verify the information you provide is correct. Alternatively, you may include a VOID check to supply the required information.

Return Form To:

Pierce County Housing Authority
Post Office Box 45410 Tacoma, WA 98448-0410

Fax 253.620.5462