



Pierce
County
Housing
Authority

In the on-going effort to maximize housing assistance funds available to our clients, use less paper, and reduce environmental waste, Pierce County Housing Authority (PCHA) delivers Section 8 housing assistance payments to landlords either by direct deposit or debit card. Pierce County Housing Authority will no longer issue paper checks.

Property managers: Washington State Department of Licensing (DOL) does not prohibit use of direct deposit for receiving rental payments. Questions regarding handling direct deposits can be directed to DOL audit staff at 360.664.6514.

If you prefer to receive your payments on a debit card, there is nothing further you need to do. The Mastercard debit card will be mailed by KeyBank N.A. to the address you have designated to receive payments. You should receive the card in approximately two (2) weeks. All payments will be funded to that specific card so you will want to properly secure and retain the card.

Information about the card is enclosed.

If you designate a third party to receive your payments, it is important that you manage the individual or entity that uses your card. Pierce County Housing Authority is not responsible for loss, abuse, theft or damages incurred on your assigned debit card.

You also have the option to enroll in direct deposit. The direct deposit program will enable you to receive payments into the bank account you designate. You can enroll using the enclosed form, or use our website to complete your secure enrollment at:

https://www.pchawa.org/Landlords_Direct_Deposit.php.

Whichever option you use, details about payments can be obtained using HMS PAL. If you haven't already done so, you can register at:

<https://www.hmsforweb.com/pal/login.php>

Please take the time to visit and familiarize yourselves with the website. There are instructions provided to assist you in accessing your information. Each landlord can 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.

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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Use This Form To Receive Your Payments Using Direct Deposit

To receive your tenant's monthly Section-8 rental assistance payment to the bank account you designate, you must complete and return this Direct Deposit Enrollment Form. You can also enroll on-line using Pierce County Housing Authority's secure website at https://www.pchawa.org/Landlords_Direct_Deposit.php.

Direct Deposit Enrollment

Landlord/Payee: _____

Landlord/Payee Tax ID # (TIN) or Social Security #: _____

Tenant Name & Address: _____

Landlord Phone Number: _____

Landlord Address: _____

Email Address: _____

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.

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<http://www.pchawa.org/>