

Getting Paid

Subsidy will be paid once the unit passes inspection, WHEDA has a copy of the signed lease, and the Housing Assistance Payment (HAP) Contract. has been signed and returned.

ACH Direct Deposit is WHEDA's preferred method of payment. It is the fastest and safest way to receive Housing Assistance Payments (HAP) from WHEDA.

Direct Deposits are made on the second business day of the month.

Check payments are available by request, but may result in significant delays in payment.

ACH (2nd business day)

| Month | Payment Dates |
|--------|---------------|
| Jan-23 | 1/4/2023 |
| Feb-23 | 2/2/2023 |
| Mar-23 | 3/2/2023 |
| Apr-23 | 4/4/2023 |
| May-23 | 5/2/2023 |
| Jun-23 | 6/2/2023 |
| Jul-23 | 7/5/2023 |
| Aug-23 | 8/2/2023 |
| Sep-23 | 9/5/2023 |
| Oct-23 | 10/3/2023 |
| Nov-23 | 11/2/2023 |
| Dec-23 | 12/4/2023 |

Checks (Cut on Wednesday after 1st Friday)

| Month | Payment Dates |
|--------|---------------|
| Jan-23 | 1/11/2023 |
| Feb-23 | 2/8/2023 |
| Mar-23 | 3/8/2023 |
| Apr-23 | 4/12/2023 |
| May-23 | 5/10/2023 |
| Jun-23 | 6/7/2023 |
| Jul-23 | 7/12/2023 |
| Aug-23 | 8/9/2023 |
| Sep-23 | 9/6/2023 |
| Oct-23 | 10/11/2023 |
| Nov-23 | 11/8/2023 |
| Dec-23 | 12/6/2023 |

*****ALL DATES ARE SUBJECT TO CHANGE**

Partner Portal for Voucher Administration

Landlords

Landlords can use the Partner Portal to do the following:

- Review your profile,
- View a list of your HCV tenants,
- View your HAP payments by tenant for the past 6 months,
- View upcoming HQS inspections,
- HQS inspection results and reexamination dates,
- View and/or download WHEDA forms, current announcements and newsletters about the HCV program.

Landlords can review information about their payments and tenants at their convenience without having to contact the WHEDA office. Requests can also be made using the Partner Portal to communicate different actions to our HCV Program staff such as rent issues, repairs completed, rescheduling of an inspection. Landlords can also request to make changes to their information without having to directly contact WHEDA.

How to Create an Account

- Partner Portal can be found: wheda.partnerinhousing.com/View/Security/Login.aspx
- Enter your Tax ID: also known as Federal Employer Identification (FEIN)
- Press 'Match Landlord' button
- Verify information displayed on the screen
- Enter username, password, and email address
- Select the 'Create Account' button

Please note: You will not be able to log into Partner Portal until your account has been approved. You will receive an email within 3-5 business days to notify you that your account has been approved.

Questions? Please contact WHEDA's EHV Team at ehvprogram@wheda.com

Wisconsin Housing and Economic Development Authority (WHEDA)

TERMS AND CONDITIONS FOR PARTICIPATING IN HOUSING CHOICE VOUCHER PROGRAM DIRECT DEPOSIT PROGRAM

As a participating Housing Provider in the **Housing Choice Voucher Program**, Direct Deposit of Housing Assistance Payments is mandated.

This form authorizes WHEDA to deposit your Housing Assistance Payments (HAP) directly into your account at your financial institution.

IMPORTANT: Electronic payments (Direct Deposits) are always made on the 2nd business day of the month.

Check payments are not issued until the Wednesday following the first of the month, and with mailing, this can mean a significant delay of 2 weeks or more before you get our payment.

The following are the terms and conditions for participating in the Direct Deposit Program.

- 1) Your financial institution must be a member of an Automated Clearing House in order for you to participate in the Housing Authority Direct Deposit program.
- 2) You must complete this authorization form to enroll in the Direct Deposit program. If you have a joint account, both parties must sign the form.
- 3) All funds will be credited to your account upon arrival of the payments from the United States Department of Housing and Urban Development (HUD).
- 4) If an electronic transfer is returned to WHEDA or for any reason cannot be made to your account, WHEDA will investigate the cause and if necessary, will place your payment on hold until the issue is resolved.
- 5) It is your responsibility to notify WHEDA immediately of any changes in your account, such as account closure or change in account number. To report a change, please complete this form indicating the action as a CHANGE, and specify the new account information. See documentation Requirements above under #2.
- 6) If there is an interruption in the direct deposit service due to WHEDA's processing, you will receive HAP via check.
- 7) Your financial institution or WHEDA may cancel this agreement. The WHEDA reserves the right to automatically cancel your participation in the direct deposit program for violations of the HAP Contract or notification from the Internal Revenue Service (IRS) or other authorized governmental agency.

This agreement is completed as follows:

PLEASE CHECK ONE

Identify whether this account is for 'regular' WHEDA vouchers or administered portability vouchers.

EFFECTIVE DATE

Identifies the beginning date in which the account should be used. ACH Agreement will need to be submitted two weeks prior to the effective date in order to update systems.

CONTRACT NAME

Fully list the contract name.

CONTRACT ACCOUNT NAME

The name of the bank account to which these funds are credited and debited.

STREET ADDRESS -- CITY, STATE and ZIP CODE

The mailing address for contract.

AUTHORIZED CONTACT PERSON

This is the name of the person responsible for verifying the account balances at the bank.

TELEPHONE NUMBER

The telephone number of the authorized contact person named above

DEPOSITORY NAME – CITY, STATE and ZIP CODE

The complete name and location of the banking institution where your funds will be credited or debited. Your bank must be an ACH member in order to receive commercial ACH transfers directly. Please check with your financial institution.

TRANSIT / ABA NUMBER

This is the routing number of the bank where your funds will be credited or debited. This information can be obtained from your account officer at your bank.

ACCOUNT NUMBER

The complete number of your account to which we will be directly depositing or withdrawing payments. Check with your officer; ACH transfer account numbers often contain prefix numbers not shown on your checks or account statements.

TYPE OF ACCOUNT

This is the type of account to which these funds will be credited or debited. Your choices are:

Savings -- savings account; trust account

Checking -- normally the account that you use to handle day-to-day business

Return completed form to:

HCV/MR Team Program Specialist

WHEDA

PO Box 1728

Madison WI 53701-1728 OR

(608) 819-4734 (fax)

OR ehvprogram@wheda.com

revised 1/2015

WHEDA Housing Choice Voucher Contract Number EHV
WHEDA Moderate Rehabilitation Contract Number _____
Effective Date _____

WHEDA Housing Choice Voucher and Moderate Rehabilitation
NEW or REVISED Authorization Agreement
Automated Clearing House (ACH) Transfer

Please check one (HCV only): WHEDA Vouchers Administered Ports

CONTRACT NAME _____
CONTRACT ACCOUNT NAME _____
ACCOUNT OWNER NAME _____
STREET ADDRESS _____
CITY, STATE AND ZIP CODE _____
AUTHORIZED CONTACT PERSON _____
TELEPHONE NUMBER _____

We hereby authorize Wisconsin Housing and Economic Development Authority, hereinafter called WHEDA, to initiate credit entries and to initiate, if necessary, debit entries and adjustment for any credit error to our account indicated below and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

Funds will be transferred to/from:

DEPOSITORY NAME _____
CITY, STATE AND ZIP CODE _____
TRANSIT/ABA NUMBER _____
ACCOUNT NUMBER _____
TYPE OF ACCOUNT _____

ACCOUNT OWNER NAME (please print) TITLE (please print)

ACCOUNT OWNER SIGNATURE DATE

