



Section 8 Contract Administration
and Compliance
SUPPLIER INFORMATION

Dear Owner/Agent:

To avoid or minimize delays in your Housing Assistance Payment (HAP) deposit, please complete and e-mail this form to S8CAVendors@thda.org as soon as your Supplier Direct Deposit Authorization has been mailed to the State of Tennessee’s Finance and Administration Department.

Please note, the Supplier Direct Deposit Authorization must be mailed to the Finance and Administration Department ONLY. THDA cannot forward the document on your behalf. Your HAP will not be deposited until the required documentation is received and processed by the State of Tennessee’s Finance and Administration Department. Please allow 20 business days for the Supplier Direct Deposit Authorization to be processed. If the Authorization is found to be unacceptable, it will be returned to you by USPS.

Please respond to each of the following questions:

Requested Information	Response
What is the name of owner/agent as shown on your W-9?	
What is the DBA name as shown on your W-9?	
What are the last four digits of new bank account number?	
What is the address where the remittance advice should be mailed?	
Is there a new owner/agent?	Yes No
Is this a change of bank account?	Yes No
Is there a change of physical address?	Yes No
Is there a change of email address for remittance advices?	Yes No

Leaving any of the above fields blank may cause a delay in the payment process. Should you have any questions about this form, please contact Gwen Coffey at 615-815-2219 or GCoffey@thda.org