

# Statewide Housing Choice Voucher System, SHCVS Landlord Direct Deposit

How to prepare for and collect direct  
deposit information from landlords

October 2009

Landlords can have a status of active, deleted, or historical.

Active landlords are landlords that either have current tenants or are expected to return to Section 8.

Deleted landlords cannot have current tenants. Their status is manually set to deleted and can manually be set to active. If a landlord is in deleted status, then tenants cannot be identified to the landlord id.

In the future, SHCVS will set deleted landlords to historical. There currently are no landlords with a status of historical.

To prepare for the solicitation of direct deposit information, landlords that are active but have no current tenants should be reviewed. If they are not expected to have tenants in the near future then their status should be set to deleted. In this way the solicitation of landlords for DD can be limited to only active landlords with tenants or active landlords that are expected to soon return to Section 8.

## Use the Landlord Report to find landlords to solicit for Direct Deposit (DD).

The 'All' radio button finds all landlord regardless of their status.

'Deleted' finds landlords with a deleted status.

LL ID	Landlord Name	Legal Name/Address	Phone	LL Status	Dir Dep
<b>County # 31</b>					
<b>Landlord ID: 30</b>	FAMOLARO, SANDY	SANDY FAMOLARO	(718) 519-6683	Active	Yes
<b>W9 On File:</b> Yes	123 MAIN STREET BRONX, NY 10467	123 MAIN STREET BRONX, NY 10467			
<b>Current Tenants Count: 1</b>					
<b>Landlord ID: 34</b>	LAWTON, JOHN	JOHN LAWTON	(212) 992-6808	Active	Yes
<b>W9 On File:</b> Yes	12 LINCOLN AVE BRONX, NY 10456	12 LINCOLN AVE BRONX, NY 10456			
<b>Current Tenants Count: 1</b>					
<b>Landlord ID: 38</b>	RYAN, MIMI	MIMI RYAN	(718) 231-7733	Active	Yes
<b>W9 On File:</b> Yes	99 PARK AVE MANHATTAN, NY 10012	99 PARK AVE MANHATTAN, NY 10012			
<b>Current Tenants Count: 1</b>					

The 'Active' radio button finds landlords with an active status.

The 'Active W/T' option finds active landlords that have a current tenant – a tenant that is currently paid (Active, PMI, PMO), pending or in delete status, just not historical tenants.

The 'Active No/T' option finds active landlords that do not have a current tenant. Use this option to find landlords to review and determine if their status should be changed to deleted.

The 'Direct Deposit' buttons further filter the landlords found based on their status. If 'Yes' then only landlords participating in DD are listed. If 'No' then the landlords listed do NOT participate in DD. If 'Off' is selected, then landlords are listed regardless of their participation in DD.

The options selected below find active landlords with current tenants. These landlords do not participate in direct deposit. These are the landlords that should be solicited because they are currently being paid or they may soon again participate in the HCV program.

Select <Print Labels>. Enter '2' for the number of landlord legal labels. Use one label for the envelope and the other on the generic letter that explains the DD process to the landlord.

**Statewide HCV System for New York - JERMAINE ADAMS, Log #12 - Pay Date 9/1/2009**

File Edit Tools HCV Reports Window Help

Short Calc Participant FSS Wait List Landlord Changes Reports Exit Print Sort Filter Find Save As Close

**Landlord Reports**

Report Type  
 Detailed  
 General

Reports  
 All Landlords  
 Deleted  
 Active  
 Active W/T  
 Active No/T

Direct Deposit  
 Yes  Off  
 No

Sort  
 LL ID Number  
 Last Name  
 Legal Name

**Print Labels**

Page 1 of 290  
**Landlord Report**  
 3188 Landlords  
**Active Landlords With Tenants Without Electronic Deposit**  
 October 15, 2009  
 by Landlord ID Number

LL ID	Landlord Name	Legal Name/Address	Phone	LL Status	Dir Dep
<b>County # 31</b>					
<b>Landlord ID: 1</b>	HISLOP, JOHN	JOHN HISLOP	(718) 647-5145	Active	No
<b>W9 On File:</b> Yes	44 STATE STREET BROOKLYN, NY 11208	44 STATE STREET BROOKLYN, NY 11208			
<b>Current Tenants Count: 1</b>					
<b>Landlord ID: 13</b>	ZOTTO INDUSTRIES	ZOTTO INDUSTRIES	(718) 733-7368	Active	No
<b>W9 On File:</b> Yes	125 EAST 42ND STREET MANHATTAN, NY 10012	125 EAST 42ND STREET MANHATTAN, NY 10012			
<b>Current Tenants Count: 1</b>					
<b>Landlord ID: 17</b>	WHYTE, MARK A	MARK A WHYTE	(917) 974-8008	Active	No
<b>W9 On File:</b> Yes	44 SOUTH PARK BRONX, NY 10461	44 SOUTH PARK BRONX, NY 10461			
<b>Current Tenants Count: 1</b>					

Ready 10-15-09 9:56:00

# Landlord Entry screen and Direct Deposit Information

Landlord DD information is entered here. The account # and the Transmit/ABA # are blind double data entry columns. When both are entered the Electronic Deposit check box can be checked. The Electronic Deposit check box MUST be checked for the landlord to participate in DD. When checked, 'Yes' is listed on the Landlord Report under 'Dir Dep'.

The DD information only applies to this landlord id. If a landlord has two landlord ids, then the DD information must be separately entered for each landlord id.

Statewide HCV System for New York - ELENA P. LYSENKO, Log #12600 - Pay Date 9/1/2009

File Edit Tools HCV Reports Window Help

Short Calc Participant FSS Wait List Landlord Changes Reports Exit Print Insert LL Delete LL Save Close

### Landlord Entry

Landlord Name: HISLOP, JOHN Enter Landlord ID: 1

**Legal Info (Form IRS W9)**

Tax Type EIT or SSN:  LL Tax ID#: 123-12-3123 W9 On File:

Legal Last Name: HISLOP First: JOHN MI:

Address (Line 1): 44 STATE STREET Legal Phone No: (718) 647-5145

Address (Line 2):

City: BROOKLYN

State: NY Zip: 11208 Country: US

Status: Active

Direct Deposit:

Electronic Deposit:

Account #

Transmit/ABA #

**Payee Info:**

Payee Individual Name:  Last: HISLOP First: JOHN MI:

Payee Name (2nd line): C/O DADDY'S BIG TRUST Phone Number: (718) 647-5145

Address (1st Line): 44 STATE STREET Country: US Cell Phone: ( ) -

Address (2nd Line):  Fax: ( ) -

City: BROOKLYN State: NY Zip: 11208 E-mail Addr:

Num:	Log #:	Participant Name:	Address:	Apt:	Current Rent	Participant Status
1	12600	LYSENKO, ELENA P	344 EAST 7TH ST, BROOKLYN	2ND FLR	\$854	Active

Ready 10-15-09 10:18:18