



A Subsidiary of the Housing Authority of the City of Austin

Direct Deposit Form (1199A) Instructions

When completing the Direct Deposit Form (1199A), please ensure the following:

- The account holder's signature, signature date, and printed name is included in Section 1,
- Southwest Housing Compliance Corporation's name and address are added in Section 2,
- The bank representative's signature, signature date, printed name, and phone # are added in Section 3, and
- Your property's HAP contract number and owner name are included in the final box at the bottom of the form.

With your submission you must also include a cover letter, on company letterhead, stating the reason for the change (e.g. ownership change, management change, and/or change of banking institution). The cover letter must also include:

- property name
- HAP contract number
- authorized property representative's signature and date

For ownership changes, please also include a copy of the HUD-executed Assignment of HAP. For management agent changes, please provide a copy of the HUD-approved form HUD-9839.

Your submission to SHCC does not require a voided check.