
New Nursing Home Transition (NHT) Tenant Based Rental Assistance (TBRA) Process- Updated 8/11/2020

This communication is to update and replace the ListServ email sent on April 16, 2020 regarding the subject: **New NHT TBRA Process- Updated 4/16/2020**. It has been updated to allow payments to be directed to the NHT Coordination Agency in the event that a landlord cannot or does not wish to provide the information necessary for direct deposit.

Please see below for an important message from Pennsylvania Housing and Finance Agency (PHFA) regarding modifications to the TBRA process:

From this point forward, **all** rental assistance payments must be made through ACH (Direct Deposit) – no more paper checks. This will require each landlord to whom PHFA issues payment to provide their W-9 form as always, but they must now also provide an ACH form which will include their bank information.

Attached is the [ACH form](#) that needs to be submitted with each TBRA One Time Payment Request, along with the W-9 form, **and a voided check from the account which is listed on the ACH form**. [The W-9](#) and [One Time Payment Request form](#) are also attached for your convenience. The One Time Payment Request form is to be emailed to Krissi as always. However, please upload the W-9 **and** ACH Form to Dropbox TOGETHER – as ONE document.

In the event that a landlord cannot or does not wish to provide the information necessary to make the payment via direct deposit, the payment may be directed to the NHT Coordination Agency, which will then provide the payment to the landlord. In order to use this option, please indicate on the new one-time payment request form (attached) that the payment will go to the NHT Coordination Agency. The landlord's address must still be provided. Please read and complete the form carefully to ensure correct completion.

Thank you and stay safe!

Please contact [Krissi DeSantis \(PHFA\)](#) if you have any questions about this communication.

If you require the attachments in an alternate accessible format, please contact Rachel Sink at (717) 783-7378.