



CHANGE PAYEE/OWNER

EDEN effective date: _____

CURRENT PAYEE _____

TENANT INFORMATION

Tenant Name(s) _____

Property Address _____

OWNER INFORMATION

Owner Name _____ Owner Tax ID _____

Parcel Number _____ Date of Title Transfer _____

Owner Address _____

Owner Phone _____ Owner Email _____

PAYMENT INFORMATION-must submit form W9 for Payee. NOTE: If professionally managed and Payee/1099 recipient is the owner, please provide management's mailing address, phone number and email address on the W-9 and here below so that correspondence is directed to the property management.

Payee Name (1099 recipient) _____ Tax ID (1099 recipient) _____

Mailing Address _____

Phone _____ Email _____

IMPORTANT NOTICE FOR NEW OWNERS

Prior to your acquisition of the property, EDEN may have paid a security deposit to the former property owner. Please be aware that if EDEN has paid any or all of the security deposit you will be responsible for returning the security deposit to EDEN when the tenant moves out.

Signature: _____ Date: _____

Please submit this form, along with the following documents, to EDEN for processing (can be submitted via mail, fax or e-mail – see footer):

- Completed W-9 form (1099 recipient)
- Direct Deposit Authorization
- Proof of Ownership if new owner. Copy of Management Agreement if Management Company is agent for owner

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
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-	-	-	-					
or								
Employer identification number								
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



What Are You Waiting For?!!

Sign Up for Direct Deposit Today

Advantages with EDEN Direct Deposit:

- 1) Rent payments will be posted to your bank account on the first banking day of the month.
- 2) No more lost checks and fees to have them reissued.
- 3) Make a public declaration that you are going green.

Sign up today! Complete the enclosed form and return it to EDEN with a voided check.

Forms can be:

Emailed to edenlandlordinfo@edencle.org
Faxed to 216-651-4066
Mailed to EDEN, Inc., 7812 Madison Ave, Cleveland OH 44102

We would like all of our landlords to participate in the Direct Deposit program in order to better serve you. For those landlords that will still require paper checks, EDEN has no choice but to implement a fee schedule for replacement checks:

Check Reissue Fee \$5.00 per check
Stop Payment Fee \$35.00 per check

Questions? Contact EDEN at edenlandlordinfo@edencle.org or 216-961-9690 x319.

HOUSING RESOURCE & DEVELOPMENT AGENCY
7812 Madison Avenue, Cleveland, OH 44102 (216)961-9690 FAX (216)651-4066
Shelter Plus Care FAX (216) 651-6692 | www.edencle.org | info@edencle.org
TDD/TTY: 1-800-545-1833, ext. 873

**AUTHORIZATION AGREEMENT FOR
AUTOMATIC DEPOSIT (ACH CREDITS)**

COMPANY NAME: **EDEN, Inc.**

I (we) hereby authorize **EDEN, Inc.**, hereafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) **Checking** or **Savings account** (select one) indicated below and the depository name below, hereafter called BANK, to credit and/or debit the same to such account.

Bank Name:	_____	Branch:	_____
City:	_____	State:	_____ Zip: _____
TRANSIT ABA#	_____	ACCOUNT #	_____
	(Routing Number)		

This authority is to remain in full force and effect until **EDEN, Inc.**, has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Name: _____
(Please print name as it current is on checks from EDEN, Inc.)

SSN: ____ - ____ - ____ Or EIN: ____ - ____ - ____
(Please use the same number you put on the W-9 on file with EDEN, Inc.)

Date: _____ Signed: _____

Date: _____ Signed: _____
(On a joint account, both parties must sign)

Email address: _____
(Optional)

IMPORTANT: please be sure to include a voided check with this form. (We cannot process without this.)

Received at EDEN	_____	Initials	_____	Does # match?	Y	N
Vendor Code		Entered		Initials		