

HMS PAL™ LANDLORD PORTAL

Landlords can use HMS PAL™ regardless of whether you are currently signed up for Direct Deposit. You will be able to view an 18 month payment history and current year to date totals 24 hours a day. Your most current payment data will be available online on the day following a check run process.

Please check it out today by following these four easy steps:

1. Go to the follow website on your computer: www.hmsforweb.com/pal
2. Complete the registration by following the on screen instructions. (Registration requires you have an email address.)*^{see below}
3. One registered, login and check your payment history and print out individual payment information.
4. Receive payment email notifications by selecting to turn on email notifications after you login to HMS PAL™ by clicking on "Email Settings" in the left menu. The email will let you know that your current month's statement is available online, and it will provide you with a link that will bring you to the login page.

If you have questions about how to use HMS PAL™ please check the FAQ (Frequently asked Questions) link provided throughout the HMS PAL™ website. If you forget your username or password, there is a "Forgot Password" link below the login dialogue that will email that information to your email address. If you have technical problems with the HMS PAL™ site, you can email support@hmsforweb.com for assistance. If you have questions about payment dates, payment amounts, etc, you should contact HACB directly.

By implementing direct deposit and HMS PAL™, HACB hopes to offer an easier and more convenient method for you to verify Housing Assistance Payment (HAP) information on a monthly basis. For any questions or comments regarding HMS PAL™, please email: support@hmsforweb.com.

*If you do not have an e-mail account, you can sign up for a free account at www.hotmail.com, www.gmail.com, www.msn.com, or www.yahoo.com. Obtain the email address before registering on the HMS PAL™ site.



HOUSING AUTHORITY of the County of Butte

(530) 895-4474
FAX (530) 895-4459
TDD/TTY (800) 735-2929
(800) 564-2999 Butte County Only
WEBSITE: www.butte-housing.com
2039 Forest Avenue • Chico, CA 95928

October 3, 2011

Dear Valued Landlord,

As you may know, Congress has reduced funding to many discretionary programs, including the Housing Choice Voucher program. In 2011, we lost 8% of our Administrative Fees, and in 2012 we expect another 10-15% reduction. We are asking you to help us eliminate the expense of mailing over eight hundred (800) Housing Assistance Payments each month.

We are requesting you sign up for Direct Deposit before January 1, 2012. If you are unable to sign up by January, then you may pick up your January check at our Chico office on January 3rd, and the 1st of each month thereafter, until you are signed up for Direct Deposit.

Here are a few benefits of Direct Deposit:

1. Monies are automatically deposited into your account on time.
2. Direct Deposit is confidential and helps reduce identity theft. Money is transferred electronically and passes through fewer hands than a check; therefore, making it less likely for someone to obtain your personal information.
3. Direct Deposit provides quick access to your money, with no waiting for checks to clear.
4. Payments are more secure and never get lost.
5. Direct Deposit is a smart way to help the environment.

We have an internet-based landlord portal for you to check and view your payments. You may sign up for HMS PAL™ now, without Direct Deposit, to see what how easy it is to view your payments online. HMS PAL™ is a secure web-based system where you can access your statements and historical transactions 24 hours a day! More information is provided on the back of this letter.

Please complete and mail the enclosed Direct Deposit form today and start enjoying the benefits! If you have any questions, please contact your Section 8 caseworker at (530) 895-4474.

Thank you for your support of the low income families and individuals in our community.

Sincerely,

Sue Kemp
Finance Officer



The Housing Authority is an equal opportunity employer and housing provider.





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Housing Choice Voucher Program (Section 8)
LANDLORD DIRECT DEPOSIT AUTHORIZATION

I hereby request the payments I receive from the Housing Authority of the County of Butte (HACB) in accordance with the Housing Assistance Payment (HAP) contract be made by Direct Deposit:

- For all my rental units OR
This (these) rental unit(s) only, for which I currently receive a separate payment:

Address(es):

Tax Identification Number (SSN or EIN):

Name(s) on Bank Account:

Bank Routing No: Account No:

Please attach a VOIDED CHECK or a copy of a voided check and return with this completed form to the Housing Authority, ATTN: Accounting. This authorization will NOT be valid unless accompanied by a voided check.

Payee Name:

Payee Address:

Phone Number:

Email Address:

Remittance information will not be mailed; however, you will have access to a website to review your payment history as per the enclosed letter.

Your Direct Deposit application may take up to thirty (30) days to be effective.

I hereby authorize HACB to make Direct Deposits of HAP to the above account. I further understand this authorization will remain in effect until written notice is provided to HACB thirty (30) days prior to payment dates.

Signature of Landlord or Authorized Agent Date

Printed Landlord or Authorized Agent Name Date



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