Statewide Housing Choice Voucher System, SHCVS
Landlord Direct Deposit

How to prepare for and collect direct deposit information from landlords

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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 landlords regardless of their status.

‘Deleted’ finds landlords with a deleted status.

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.
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.