



CGI Federal Inc.  
 Tel. 615-206-2110  
 Email: [tnpbca@housing.systems](mailto:tnpbca@housing.systems)  
[www.TNPBCA.com](http://www.TNPBCA.com)

## Section 8 Contract Supplier Information Form

Dear Owner/Agent:

To avoid or minimize delays in your Housing Assistance Payment (HAP) deposit, please complete and e-mail this form to [tnpbca@housing.systems](mailto:tnpbca@housing.systems) as soon as your Supplier Direct Deposit Authorization has been mailed to the State of Tennessee's Finance and Administration Department.

Please note, the Supplier Direct Deposit Authorization must be mailed to the Finance and Administration Department ONLY. CGI cannot forward the document on your behalf. Your HAP will not be deposited until the required documentation is received and processed by the State of Tennessee's Finance and Administration Department. Please allow 20 business days for the Supplier Direct Deposit Authorization to be processed. If the Authorization is found to be unacceptable, it will be returned to you by USPS.

Please respond to each of the following questions:

Requested Information	Response
Property Name	
HAP Contract Number	
Is there a New Business Entity – Ownership Change?	<input type="checkbox"/> Yes <input type="checkbox"/> No – Effective Date:
Is there a New Business Entity – Company Restructure? (No Ownership Change)	<input type="checkbox"/> Yes <input type="checkbox"/> No – Effective Date:
Is there a New Management Agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No – Effective Date: Business Name
What is the name of the Business Entity (Owner Entity) as shown on your W-9 (Line 1)?	
What is the DBA name as shown on your W9 (Line 2)? (If Applicable or N/A)	
Is this a change of Bank Account?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Bank Account Change? (HUD/CA, Bank Change, New Owner/Agent)	Reason:
What are the last four digits of new bank account number?	
Responsible Party Managing the New Bank Account?	<input type="checkbox"/> Owner <input type="checkbox"/> Management Agent
Is there a change of physical address (Business Entity)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the address where the remittance advice should be mailed?	Address:
Is there a change of email address for remittance advices?	<input type="checkbox"/> Yes <input type="checkbox"/> No Email:
Employees working for the State of Tennessee within the last 6 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No

For questions related to the matters above, please contact the undersigned at (216) 416-6439 or [ericka.owens@cgifederal.com](mailto:ericka.owens@cgifederal.com).