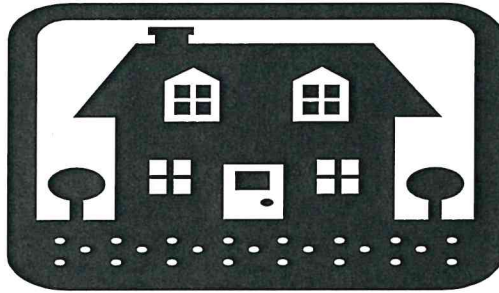


CHANGE OF NAME PACKET



PLEASE RETURN ALL FORMS

MISSISSIPPI REGIONAL HOUSING AUTHORITY NO. VI

Finance Department
ATTN: Renita Gordon
2180 Terry Road
Jackson, MS 39204

Mailing Address:

Mississippi Regional Housing Authority No. VI
P. O. Box 8746
Jackson MS 39284-8746

Tel. 601-714-3956

Fax 601-714-3970

MISSISSIPPI REGIONAL HOUSING AUTHORITY NO. VI

P.O. Drawer 8746

JACKSON, MS

39284-8746

TELEPHONE (601) 373-7040

TTY (601) 714-3995

FAX (601) 714-3970

Dear Landlord:

The enclosed forms comprise the Change of Name Packet. In this Packet are the Change of Name Notice, a W-9 Form, and a Direct Deposit Form. Before the name of a property can be changed in the records of the Mississippi Regional Housing Authority No. VI, we must have the following required legal documentation for each individual property this change of name affects. Changes **will not** be made without these documents.

- ⇒ The enclosed Change of Name Notice number must be notarized;
- ⇒ A copy of the Warranty Deed with a recorded book number listed;
- ⇒ Completed Form W-9 (The name on this form must be the legal name of the owner. This is the person or company that is responsible for the payment of income taxes on this property and must match the name of the legal owner on the Change of Name Notice and the Warranty Deed)

All completed documents must be submitted to MRHA VI before any changes will be made to the Housing Authority records. The original W-9 and Change of name forms must be submitted, copies will not be accepted.

You will also need to submit a new Direct Deposit form with a voided check for us to make sure your payments are deposited to the correct accounts. If payments are to be made to different landlords, a director deposit form, with a voided check attached, must be submitted for each landlord. If multiple Direct Deposit forms are submitted, please attach to each from a list of the properties that the Direct Deposit form incorporates.

Please return all completed documents to:

Mississippi Regional Housing Authority No. VI

ATTN: Renita Gordon, Accountant

P. O. Box 8746

Jackson, MS 39286

If you have any questions, regarding the completion of these documents, please contact Renita Gordon at 601-714-3956.

MISSISSIPPI REGIONAL HOUSING AUTHORITY NO. VI

P.O. Drawer 8746

JACKSON, MS

39284-8746

TELEPHONE (601) 373-7040

TTY (601) 714-3995

FAX (601) 714-3970

CHANGE OF NAME NOTICE

I, _____, have changed name of

(Legal name of property owner)

The property located at:

Name of Tenant:

I am requesting that the ownership of the above stated unit be changed to the legal name above, and verified in the attached documents. I am also requesting that the Housing Assistance Payments, made on behalf of the family residing in the above stated unit, be made to the name and address listed below under landlord. I understand that the landlord name listed below must be my name or the name of the agent legally assigned to conduct business on my behalf.

Landlord Name:

Landlord Address:

Contact Phone Number:

Signature:

Date:

Contact Phone Number:

Sworn to and subscribed before me this _____ day of _____, 200__.

My Commission expires: _____

_____ (Notary Public)

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	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. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ 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. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

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									
					-				
or									
Employer identification number									
					-				

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ►

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-INT (interest earned or paid)

- 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.