

General Section 811 PRA Voucher Submission Requirements

- Owners are required to electronically submit through iMAX using the current TRACS file format.
- PHFA's iMAX address is TRACM00722. (This is your destination email address.)
- Electronic voucher (MAT30) and any tenant data changes appearing on the voucher (MAT10, MAT40, MAT65, MAT70), as well as address records (MAT15), must be transmitted to PHFA through iMAX.
- A signed copy of the Owner's complete voucher can be emailed to cavouchersubmission@phfa.org , faxed to 717.780.4323, or mailed.
- When emailing the signed copy of the Owner's complete voucher to PHFA follow the file name and subject line requirements:
 - Submit the file in pdf format.
 - Name the file using the 811PRA RAC number plus month (three letters) and year (two digits).
Example: PA12RDD4567 APR 17
 - One file attachment per email.
 - Use the file name as the subject line.
- The voucher submission (electronic transmission and paper voucher) must be received by PHFA no later than the 10th of the month preceding the month for which payment is requested.
- Voucher submissions received after the 10th of the month will be processed within 20 days of receipt.
- DO NOT email your voucher directly to your Voucher Analyst – use the cavouchersubmission@phfa.org email address.
- DO NOT include copies of 50059's with your voucher submission when emailing your voucher. If you must provide copies of the 50059's with your voucher submission, use the fax number instead.
- Reference information pertaining to HUD's voucher submission requirements for TRACS, iMAX, and tenant certifications can be found in HUD Handbook 4350.3 REV-4 Occupancy Requirements of Subsidized Multifamily Housing Programs and the MAT Guide.