

## Pennsylvania Housing Finance Agency Guidance for Processing Negative 811 PRA Vouchers

When transactions occur on a monthly voucher that create retroactive adjustments, sometimes the voucher total is a negative value. The following provides a guide to address the proper way to handle a negative voucher and repay the funds to PHFA.

The first month the voucher calculates to a negative total, PHFA will add a miscellaneous accounting request to the voucher to reverse the negative amount, changing the voucher total to \$0. If possible, this amount will be deducted from future voucher submissions until the overpaid subsidy is repaid in full.

If the following month's voucher total is \$0, when the third month's voucher is submitted, the miscellaneous accounting request adjustment applied to the first month's voucher will be reversed, and the property will be required to submit a check to PHFA to return the overpaid subsidy previously received.

Payment will be due within 14 calendar days of receipt of this voucher notification letter.

The check will be made payable to PHFA and sent to the following address:

ATTN: Senior Voucher Analyst  
Pennsylvania Housing Finance Agency  
Housing Management Division  
211 North Front St.  
Harrisburg, PA 17101