

TO: Management Agents of Section 8 Contracts in Pennsylvania
FROM: Linda S. Newport
Manager of Contract Administration
DATE: October 2, 2014
SUBJECT: DUNS Certification

As you are aware, the TRACS 202D release became effective on August 1, 2014. PHFA is accepting both 202C and 202D records through January 31, 2015. TRACS 202D contains many changes to the voucher, tenant certification and special claims submissions. As part of TRACS 202D, HUD is requiring that the owner's DUNS number and Taxpayer Identification Number (TIN) be included in the header record of all 202D vouchers and tenant certifications. The DUNS and TIN numbers will not appear on the 50059 or vouchers. These numbers will automatically be included in the header records of the certification and voucher MAT files transmitted to TRACS.

In an effort to comply with this requirement, PHFA needs a copy of the owner's DUNS certification for each Section 8 contract so that we may update our voucher processing software. PHFA has the owner's TIN number from the W-9 form previously provided and will utilize this information to update the TIN number in our software.

Please submit the **OWNERS'S** DUNS certification for each Section 8 contract you manage in Pennsylvania via email to cadocuments@phfa.org no later than **October 15, 2014**. The file name of the DUNS certification should be the contract number for the property and property name; for example, PA26M123456 Pennsylvania Commons. Also, the subject line of the email should be the contract number and DUNS Cert; for example PA26M123456 DUNS Cert. The email box for the DUNS certification submission should only be used to submit your DUNS certification. You should not submit your vouchers to this email box since it is not monitored daily. Your vouchers should continue to be submitted to cavouchersubmission@phfa.org.

Thank you in advance for your help in providing this information in a very short time period.

If you have any questions relating to this request, please contact Judy Chilcote at 717-780-4036 or jchilcote@phfa.org or Olga Mercado at 717-780-3988 or omercado@phfa.org.