

General Section 8 Voucher Submission Requirements

- Owners are required to electronically submit through iMAX using the current TRACS file format.
- PHFA's iMAX address is TRACM00722.
- The voucher submission must be received by PHFA no later than the 10th of the month preceding the month for which payment is requested. (Example: October voucher is due to PHFA by September 10th.) Voucher submissions received after the 10th of the month will be processed within 20 days of receipt.
- 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.
- If you choose to submit a copy of the Owner's complete voucher, it can be emailed directly to your Voucher Analyst or electronically via PHFA's secure document system, <https://mft.phfa.org/form/contractadmindocumentsubmission>.
- DO NOT include copies of 50059's with your voucher submission when emailing your voucher — submit via PHFA's secure document system 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.