

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: January voucher is due to PHFA by December 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 to cavouchersubmission@phfa.org, faxed to 717.780.1875 or 717.780.4323, or mailed. DO NOT email your voucher directly to your Voucher Analyst.
- When emailing the paper voucher to PHFA follow the file name and subject line requirements:
 - Submit the file in pdf format.
 - Name the file using the Section 8 contract number plus month (three letters) and year (two digits).
Example: PA12C345678 APR 13
 - One file attachment per email.
 - Use the file name as the subject line.
- DO NOT include copies of 50059's with your voucher submission when emailing your voucher – use a fax 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.