

The Pennsylvania Housing Finance Agency requires the use of Automated Clearing House (ACH) system for all vendor payments.

**Full Name of Participating Lender:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Lender ACH Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Tax ID: \_\_\_\_\_

**Warehouse Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Warehouse Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

ABA #: \_\_\_\_\_

Account #: \_\_\_\_\_

Account Type:  Checking  Savings  General Ledger

Account Title/ Name: \_\_\_\_\_

Is the account a shared Warehouse Account:  YES  NO

**PHFA Accounting Department is required to verbally confirm ACH Warehouse Lender information with the Warehouse Contact listed above.** After verbal account verification a test ACH (micro deposit) verification will be completed. An automated email will be sent with details to help the warehouse locate the funds. The PHFA Accounting Department is required to verbally confirm the receipt of the micro deposit, including the amount received.

**Can the Warehouse Contact listed above verify the micro deposit?**  YES  NO

If no, provide a contact to verify the micro deposit:

Warehouse Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Fund the same account for the 2<sup>nd</sup> Service Release Payment (SRP)?**  YES  NO

If no, provide SRP Account information:

ABA #: \_\_\_\_\_

Account #: \_\_\_\_\_

Account Type:  Checking  Savings  General Ledger

By signature below, I certify that this information is true and correct; that I am authorized to provide direction; and that the attached information may be relied upon by the by the recipient.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Signor

\_\_\_\_\_  
Title

**ATTENTION:** Banking information must be completed and signed. The Agency will confirm all banking information with the contacts listed above. If you have any questions, please contact Nicole Calvanelli at 717.780.3866.

The account provided must be ACH compatible. Wire Accounts are not acceptable.

Only one warehouse is permitted, and all loans sold to PHFA must utilize this account.

Please instruct the warehouse lender to mail the Notes to the following address:

PHFA  
Attn: Homeownership Programs  
211 North Front Street  
Harrisburg, PA 17101

To change warehouse lender and /or ACH account information, please contact [sfpurchasing@phfa.org](mailto:sfpurchasing@phfa.org).