



Metropolitan Development and Housing Agency
Rental Assistance Department

302 Foster Street • Nashville, Tennessee 37207
Mailing Address: P O Box 846 Nashville, Tennessee 37202
Telephone (615) 252-6500 • TDD (615) 252-8599 • FAX (615) 252-6614
www.nashville-mdha.org Section8@Nashville-MDHA.org

Vendor Record Change Form

If you wish to change the name or taxpayer id number under which MDHA payments are made you must provide a new W-9 certification and verification from the SSA or IRS of the new taxpayer id number. To change the direct deposit account to which MDHA payments are made, you must complete a new Direct Deposit Authorization form and return along with a copy of a check corresponding to new account. Both forms are available in our office or under Downloads on our website at <http://www.nashville-mdha.org/RAowners.php>. Return all applicable forms to the MDHA Rental Assistance office at the above mailing address, fax or email address.

Name: _____
(Name of Person(s) or Business Entity on 1st Line of MDHA Vendor Record)

MDHA Assigned Vendor ID _____
(Example: s01234 or v0001234)

Please check appropriate box to indicate what information is changing.

Address Change:

From: _____ **To:** _____

Phone Number Change:

From: _____ **To:** _____

Fax Number Change:

From: _____ **To:** _____

Email Address Change:

From: _____ **To:** _____

I certify that I am authorized to make the changes noted above and all information provided is complete and accurate.

Landlord/Agent Signature

Date