W-9 Instructions for Landlords Including Instructions for Landlords with Multiple Properties/Entities That Have Separate Tax IDs

Landlords/owners (including those with Multiple Properties/Entities) can register all legal properties/entities with the same account and may then associate any tenant applications to their owner account.

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1. Instructions to register for an account

A. Navigate to https://nysrenthelp.otda.ny.gov/

B. In the top right corner of the website, click on “Sign Up”
C. On the following page, select “Register as a Property Owner”.

D. Fill in your First Name, Last Name, Email Address, and create a password.

E. Complete the IRS W-9 information section. Owners must fill in W-9 information to receive ERAP payments as it is a program requirement. Landlords/owners with multiple properties/entities can register all properties/entities with the same account. Instructions for adding additional Legal entities are below.
F. Review the W9 Certification and the New York State Owner Certification.

G. Click the checkbox to confirm you have read and agreed to the certification and sign the form by entering your name where indicated. Last, click the “Register” button.
H. Confirm your Email Address screen will appear.

I. Check the email account you provided used when completing the Account Information section for a confirmation email. Click the “confirm your email address” link found in the email to complete your registration.

J. Once your email address has been confirmed, you will receive the “Email Confirmation” screen.

K. Click to log in, and you will be prompted to set up two-factor authentication to complete your registration. Enter your phone number to receive an authentication text message.
L. Enter the security code sent to your phone number, and you will successfully be logged into the portal.

M. Once logged in, you will see the Landlord/Owner Section appear at the top of the Home page.
2. Instructions to Associate Tenant Applications with the Appropriate Legal Entity

A. To associate tenant applications with a landlord/owner account’s legal entity or to add multiple applications, you will need to login with the email address and password used when creating the landlord/owner account. To do this, click the “Login” button on the ERAP Home page.

B. Once logged in, the Landlord/Owner Section button will appear at the top of the Home page. Click on this button.

C. The “Legal Entities” section will appear, and a list of your owner numbers will be visible. Click the “Edit Nickname” to add the name of the legal entity.

D. Enter the Rental Business name and select “Update.”
E. To associate Tenant Applications to your legal entity, select “View” under the actions column.

F. You will then see a purple button in the bottom-right of the page that says “Add ERAP Application”. Click on this button.

G. On the next page, you will enter the Application Number and Date of Birth that you received from your Tenant for their application. Click “Search Application” to find this application and then associate it with your Landlord account.

Please Note: Only associate tenant applications that correspond to the entity/property you selected.
H. After searching for the application, click “Add ERAP Application to my Owner Profile”. This application will now be linked to your landlord/owner account.

I. To associate additional applications to an entity/property, please scroll to the top of the page, click on the “Landlord/Owner” button and select the appropriate legal entity as described above. Instructions for adding additional legal entities are listed below.
3. Instructions to Add an Additional Legal Entity

Owners may add additional legal entities in the Owner Section of the ERAP Portal.

A. To add an additional legal entity to a landlord/owner account or to add multiple legal entities, you will need to login using the email address and password you created and navigate to the “Landlord/Owner” Section.

B. Once logged in, the “Landlord/Owner” button will appear at the top of the Home page. Click on this button to navigate to the “Landlord/Owner” Section.

C. Owners may add a legal entity by clicking on “Add legal entity”.

D. The “Add Legal Entity” screen will appear, and you will be able to type in W-9 Information for the legal entity.

E. Under the “IRS W-9 Information” section, select the appropriate Federal Tax Classification from the dropdown menu and fill in all W-9 Information for the legal entity you are adding.
G. Review the W9 Certification and the New York State Owner Certification. Click the checkbox to confirm you have read and agree to the certification. Sign the form by entering your name where indicated, then click the “Submit” button at the end.
H. The “Landlord/Owner” Section will appear with the full list of Legal Entities you have added. You may select “Edit Nickname” and name the new Legal Entity.

I. Enter name of the additional Legal Entity and click “Update.”

J. Owners may add Tenant Applications to the appropriate legal entity by clicking “View” next to the legal entity they wish to associate an application with as described in section 2 above
<table>
<thead>
<tr>
<th>Owner Number</th>
<th>Nickname</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>LLA151W7K</td>
<td>Rental Business</td>
<td>Edit nickname</td>
</tr>
<tr>
<td>LLHAPLM6S0</td>
<td>Second Rental Business</td>
<td>Edit nickname</td>
</tr>
<tr>
<td>LLFSQ6B3X8</td>
<td>Third Rental Business</td>
<td>Edit nickname</td>
</tr>
</tbody>
</table>

- Click the "View" button for Third Rental Business
4. Instructions to Consolidate or Transfer a Legal Entity to Another Landlord/Owner Account

Owners who may have multiple accounts can transfer their legal entity to another Landlord/Owner Account to consolidate Landlord/Owner Accounts.

A. To transfer a legal entity, you will need to log into the account that was associated with an Owner account, which you want to transfer to your main Landlord/Owner Account.

B. Once logged in, the Landlord/Owner Section button will appear at the top of the Home page. Click on this button to enter the Landlord/Owner Section.

C. Owners may select the “Transfer” button next to the legal entity they wish to transfer to the main Landlord/Owner Account.

D. The Transfer Account page will appear and a message indicating, “Once all your owner numbers are accepted to transfer, your account will be deleted automatically.” Enter the Email address associated with the main Landlord/Owner Account and click “Submit.”
E. The screen will return to the Landlord/Owner Section, and the Legal Entities section will appear indicating your transfer is in process. A “Cancel Transfer” option will remain until it has been confirmed in your main Landlord/Owner Account.

F. To confirm this transfer, logout of this Landlord/Owner account, and log into your main Landlord/Owner Account.
G. Login using the email address and password that you created for your main Landlord/Owner Account and navigate to the Landlord/Owner Section.

H. Once logged in, the Landlord/Owner button will appear at the top of the Home page. Click on this button to enter the Landlord/Owner Section.

I. Below the “Legal Entities” section, a “Transfer Requests” section will be displayed. Here, you may approve all legal entities that have been transferred to your main Landlord/Owner Account. Click on the “Approve” button associated with a transfer you would like to confirm.

J. The page will refresh and show all Legal Entities that are now associated with this account.
<table>
<thead>
<tr>
<th>Owner Number</th>
<th>Nickname</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1TFB9TIGE</td>
<td>Building A</td>
<td>Edit nickname</td>
</tr>
<tr>
<td>LLAIS51W7K</td>
<td>Rental Business</td>
<td>Edit nickname</td>
</tr>
<tr>
<td>LLHAPLM650</td>
<td>Second Rental Business</td>
<td>Edit nickname</td>
</tr>
<tr>
<td>LLFSQ6J3K8</td>
<td>Third Rental Business</td>
<td>Edit nickname</td>
</tr>
</tbody>
</table>
5. Instructions to submit Direct Deposit Information

A. Owners may enter Direct Deposit information after completing the W-9 entry. The **Submit the Direct Deposit Information** button will be displayed while logged into the Landlord/owner section. Owners must provide Direct Deposit information through the owner portal on the ERAP website. Please do **not** upload Direct Deposit information through the document upload feature.

B. The Direct Deposit Form is found under Account Holder/Landlord Information. Click the “Submit the Direct Deposit Information” button, and then select the appropriate type from the dropdown menu. Choose the appropriate W-9 designation, and the information will be prepopulated. Fill in the remaining contact information.
C. Fill in the Direct Deposit Information

D. Review the New York State Owner Certification
Click the checkbox to confirm you have read and agree to the certification. Sign the form by entering your name where indicated, then click the “Submit” button at the end.

☐ I accept and agree to these certifications above

Enter your full name as signature of this form

Submit