

Setting Up Payment Groups

Property management groups renting to a Housing Choice Voucher (HCV) participant can request that clawbacks (e.g., funds that must be returned due to overpayment) be applied to a payment group assigned to a specific unit or owner, rather than the payee for the account.

In the table below, **A+ Management** is the payee that oversees units for three owners: **E. Jones, S. Yanase, and M. Luffy**. A+ Management has assigned the same bank account to all three owners.

| Payee (Management Group) | Owner | Unit/Property | Bank Account |
|--------------------------|---------------|----------------|--------------|
| A+ Management | E. Jones | 123 Jones St. | 001.0001.000 |
| | | 234 Jones St. | |
| | | 999 Jones St. | |
| | S. Yanase | 345 Yanase Rd. | 001.0001.000 |
| | | 456 Yanase Rd. | |
| | | 888 Yanase Rd. | |
| M. Luffy | 777 Luffy Ct. | 001.0001.000 | |

Current Setup: Based on the table above, funds that are clawed back will be deducted from future payments received by the payee (A+ Management), regardless of the property for which the payments were made. As a result, all 3 owners may experience a clawback deduction from their payments, since all payments were directed to the same payee, A+ Management.

New Payment Group Setup: With the payment group feature, you can create separate owner-specific payment groups (see example below) while using the same bank account. This means a clawback for an owner would be applied to their specific payment group rather than affecting the overall payee.

| Payee (Management Group) | Owner | Payment Group | Unit/Property | Bank Account |
|--------------------------|-----------------------|------------------------|----------------|--------------|
| A+ Management | E. Jones | E. Jones Group | 123 Jones St. | 001.0001.000 |
| | | | 234 Jones St. | |
| | | | 999 Jones St. | |
| | S. Yanase | S. Yanase Group | 345 Yanase Rd. | 001.0001.000 |
| | | | 456 Yanase Rd. | |
| | | | 888 Yanase Rd. | |
| M. Luffy | M. Luffy Group | 777 Luffy Ct. | 001.0001.000 | |

In Practice: In February, an HCV tenant moved out of 777 Luffy Ct. (owned by M. Luffy). Due to a delay, an additional payment was issued after the move-out date. Because A+ Management set up the **M. Luffy Group**, the housing authority will recoup the payment only from M. Luffy. Payments for E. Jones and S. Yanase will not be affected by the clawback.

How to Set Up Payment Groups

1. Submit the **Direct Deposit Form** available at homesa.org/resources to set up payment groups.
 - a. Select “Apply Changes to Address Listed Above Only,” and fill in the “Payment Group Name.”
 - b. For multiple payment groups, select the “Multiple Payment Groups.”
 - i. Multiple payment groups can share the same bank account, SSN/EIN, and telephone number.
 - ii. Separate forms will be required if establishing multiple payment groups tied to different bank accounts.
2. Provide a list (see example below) that includes owner names, addresses, preferred payment group name, and any future effective dates (note that effective dates may not be back-dated).



Payment Groups Assignment (Optional)

Payee (Management Group) Name: A+ Management Group

Effective Date: 6/1/26

| Payment Group Name | Owner Name | Unit/Property |
|--------------------|------------|---------------|
| M. Luffy Group | M. Luffy | 777 Luffy Ct. |
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- a. **Note:** Opportunity Home provides a **Payment Groups Assignment Form** you may use with the **Direct Deposit Form** to submit your list.
 - b. If a payment group name is not provided, we will use the street name of the first listed property on the chart you provide by default. If more than one property exists, a number will be added after the street name.
3. Submit completed forms using one of the following methods:
 - a. **Email:** Landlords@homesa.org
 - b. **Fax:** (210) 477-6786
 - c. **Mail:** Attn: Section 8 Direct Deposit, PO Box 830586, San Antonio, TX 78291-0586