

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

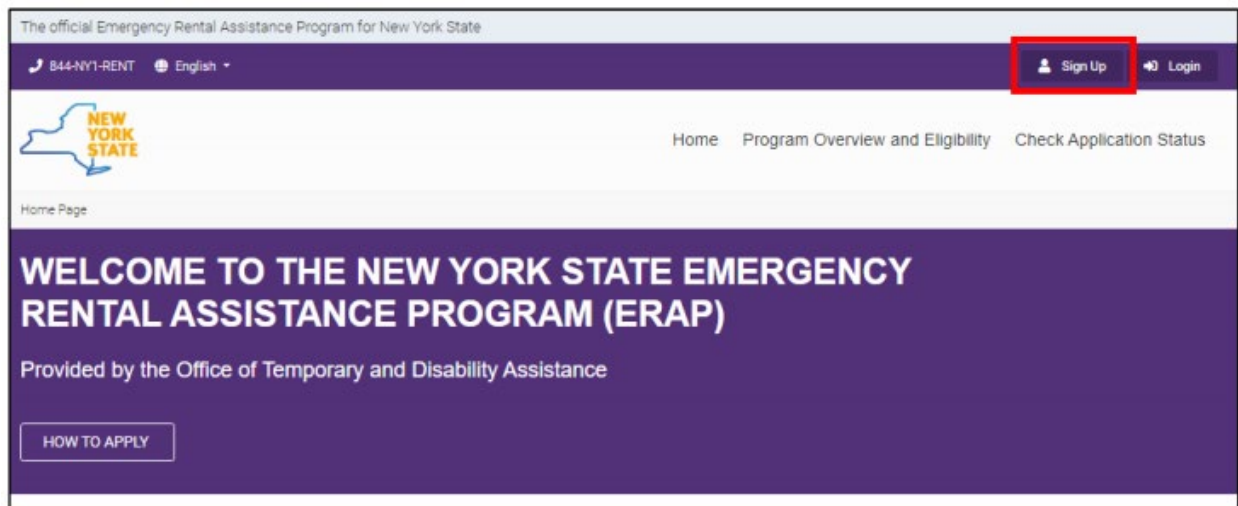
Landlords/owners (including those with Multiple Properties/Entities) can register all legal properties/entities with the same account and may then associate any tenant applications to their owner account.

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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”.

The official Emergency Rental Assistance Program for New York State

844-NY1-RENT English Sign Up Login

NEW YORK STATE

Home Program Overview and Eligibility Check Application Status

Select the type of user

SELECT THE TYPE OF USER

Please select what type of user you are.

Register as a Tenant

Register as a Property Owner

Register as a Tenant

Register as a Property Owner

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

Register as a Property Owner

Account Information

First Name Last Name

First Name Last Name

Email

EmailAddress@emailaddress.com

Password

.....

Confirm 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.

IRS W9 Information

Federal Tax Classification

-- Select --

Federal Tax Classification Required

Doing Business As

(if any)

Address Line 1

Address Line 1 Required

Address Line 2

City

City Required

State

-- State --

State Required

Postal Code

Postal Code Required

Exempt Payee Code

(if any)

Exemption from FATCA Reporting Code

(if any)

Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company
 Other

- 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.

I accept and agree to these certifications above

Enter your full name as signature of this form

Jane Landlord

Captcha Validation

This is a test to detect whether you are a human visitor or a robot. The reason for this validation step is to prevent automated spam submissions.

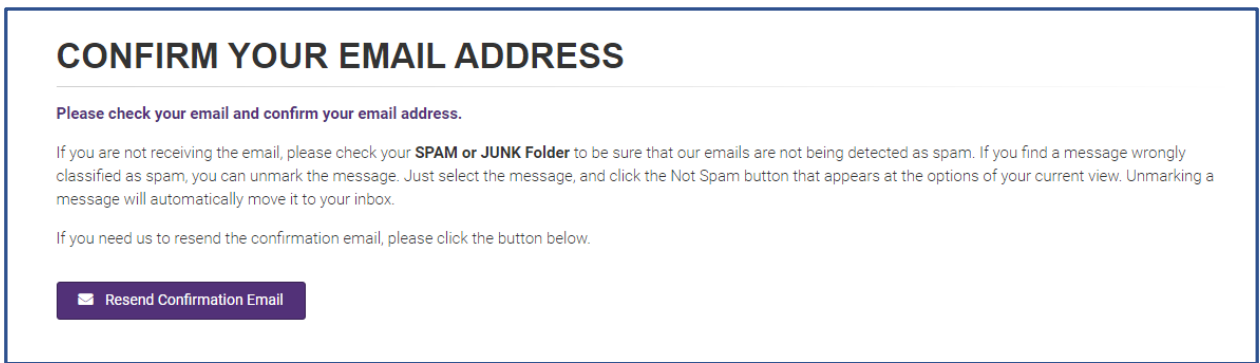
I'm not a robot

I accept the Privacy Policy

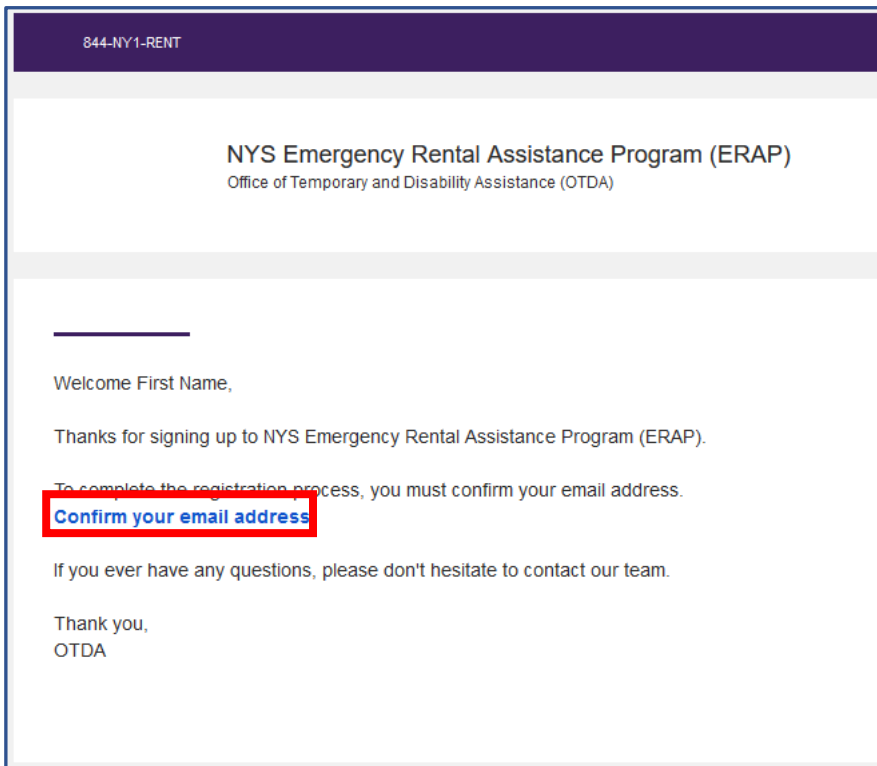
Register ✓

Already Registered? [Login Now!](#)
 Do you have an invitation code? [Register as a Guest](#)

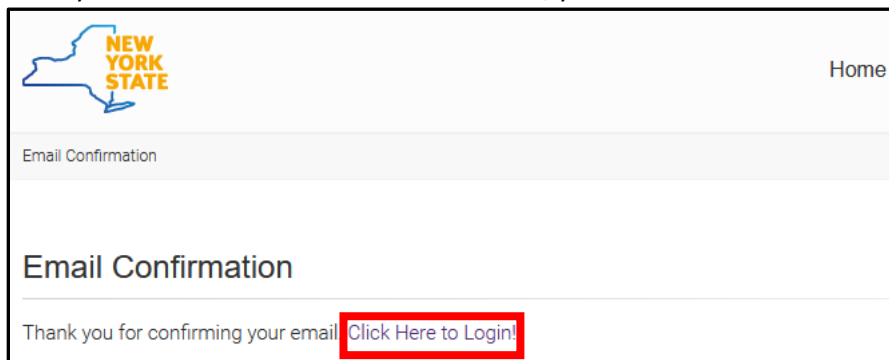
H. Confirm your Email Address screen will appear.



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.

Setup your account with two-factor authentication

Please enter a mobile phone you would like to use for SMS verification. **This setup is required.**

Phone Number

[Send code via SMS](#)

- L. Enter the security code sent to your phone number, and you will successfully be logged into the portal.

Enter your verification code

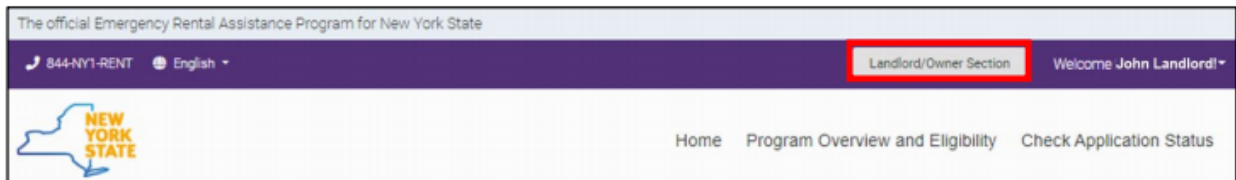
Please enter the verification code we sent to (XXX) XXX **This setup is required.**

Security Code

Security Code Required

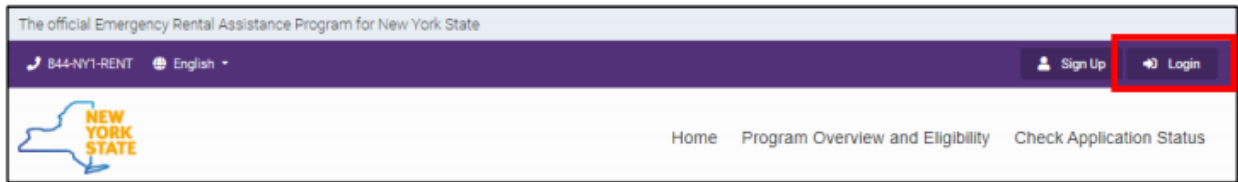
[Verify Security Code](#)

- M. Once logged in, you will see the Landlord/Owner Section appear at the top of the Home page.

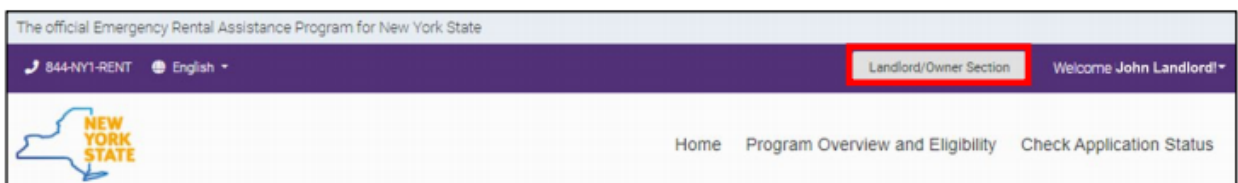


2. Instructions to Associate Tenant Applications with the Appropriate Legal Entity

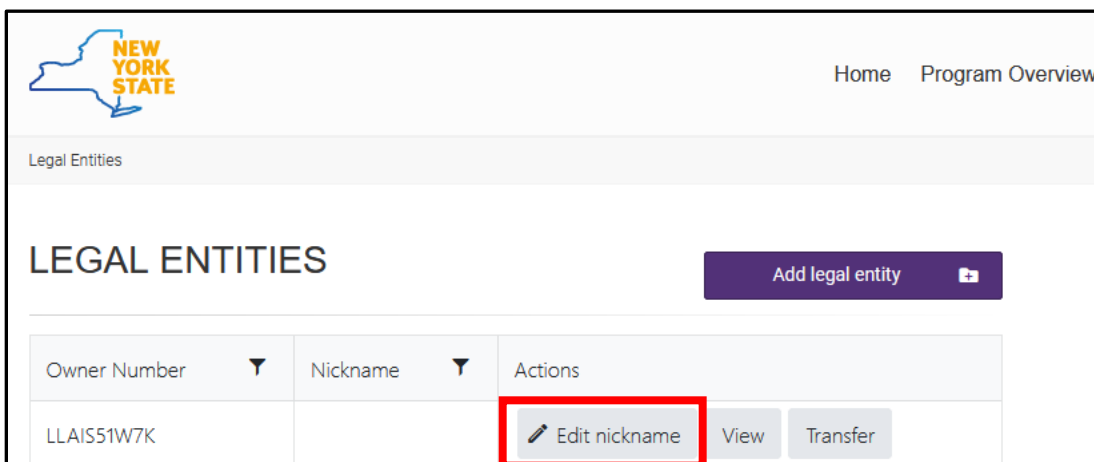
- A. To associate tenant applications with a landlord/owner account’s legal entity or to add multiple applications, you will need to login with the email address and password used when creating the landlord/owner account. To do this, click the “Login” button on the ERAP Home page.



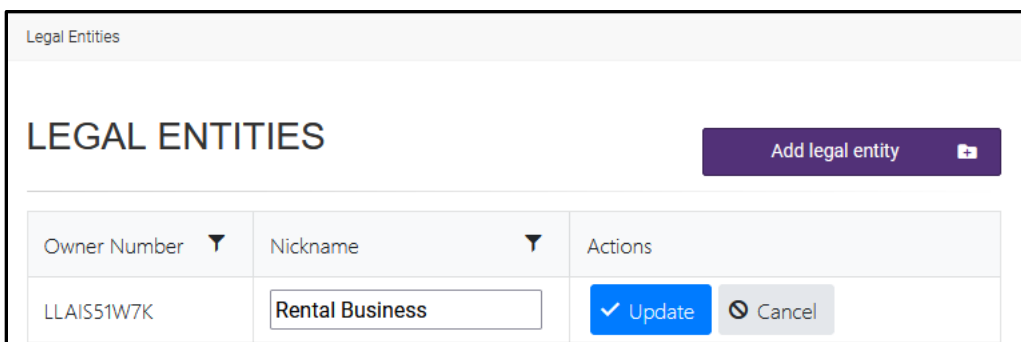
- B. Once logged in, the Landlord/Owner Section button will appear at the top of the Home page. Click on this button.



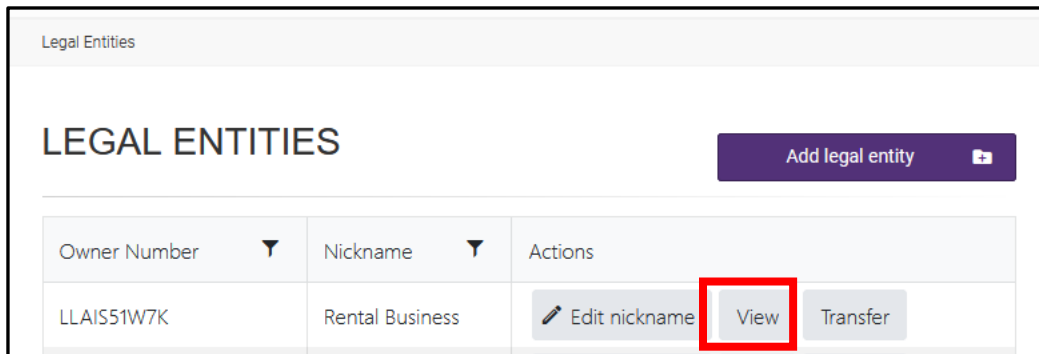
- C. The “Legal Entities” section will appear, and a list of your owner numbers will be visible. Click the “Edit Nickname” to add the name of the legal entity.



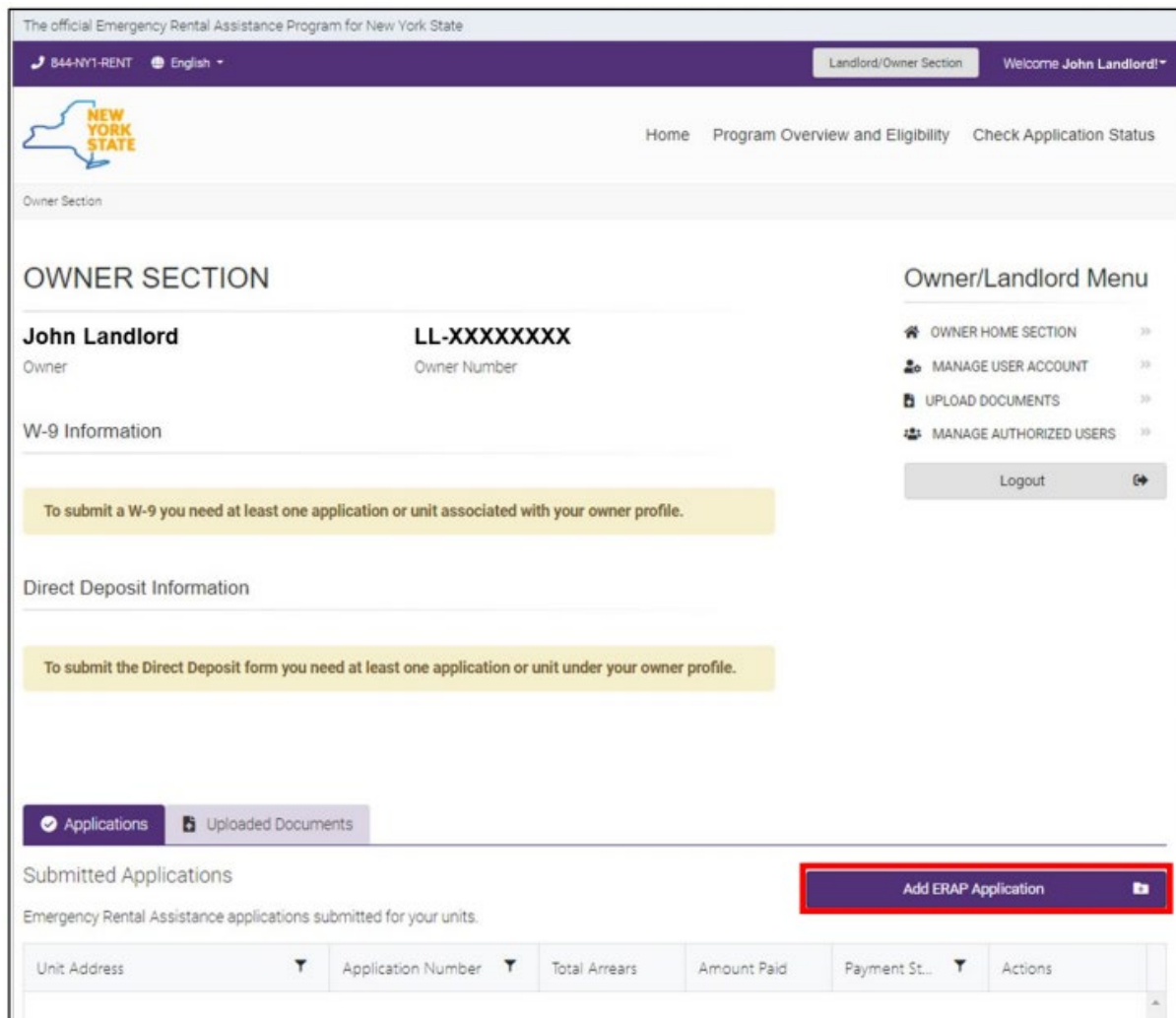
- D. Enter the Rental Business name and select “Update.”



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.

The screenshot shows the 'ADD ERAP APPLICATION TO MY ACCOUNT' page. At the top, there is a navigation bar with '844-NY1-RENT', 'English', 'Landlord/Owner Section', and 'Welcome John Landlord!'. Below the navigation bar is a header with the New York State logo and navigation links: 'Home', 'Program Overview and Eligibility', and 'Check Application Status'. A red box highlights a link that says 'Add ERAP application to my account'. The main heading is 'ADD ERAP APPLICATION TO MY ACCOUNT'. Below this, there is a section titled 'Search Application' with instructions: 'If the tenant have not submitted an application, you can submit one on your tenant's behalf. Please enter the information below to search for the application.' There are two input fields: 'Application Number' and 'Date of Birth', both highlighted with red boxes. Below these fields is a 'Search Application' button with a magnifying glass icon. To the right, there is an 'Owner/Landlord Menu' with options: 'OWNER HOME SECTION', 'MANAGE USER ACCOUNT', 'UPLOAD DOCUMENTS', and 'MANAGE AUTHORIZED USERS', each with a right-pointing arrow. At the bottom of the menu is a 'Logout' button with a right-pointing arrow.

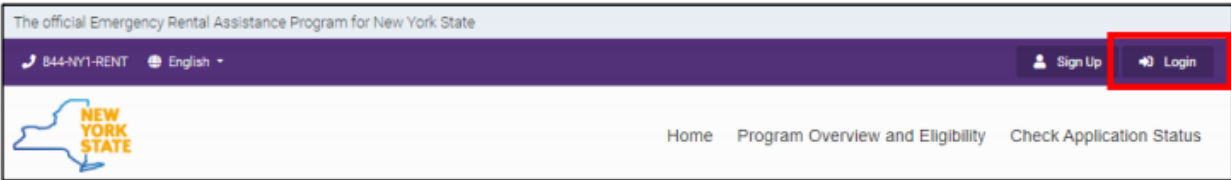
The screenshot shows the 'Search Results' section. It displays the following information: 'Tenant: S SALLY' and 'Unit Address: 100 Amsterdam Avenue New York, NY 10023'. Below this information is a button that says 'Add ERAP Application to my Owner Profile' with a right-pointing arrow.

- 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.

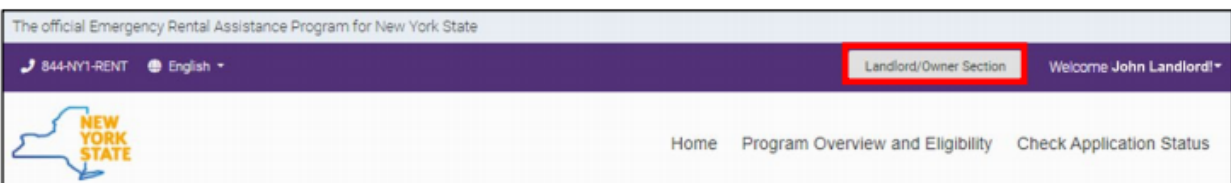
3. Instructions to Add an Additional Legal Entity

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

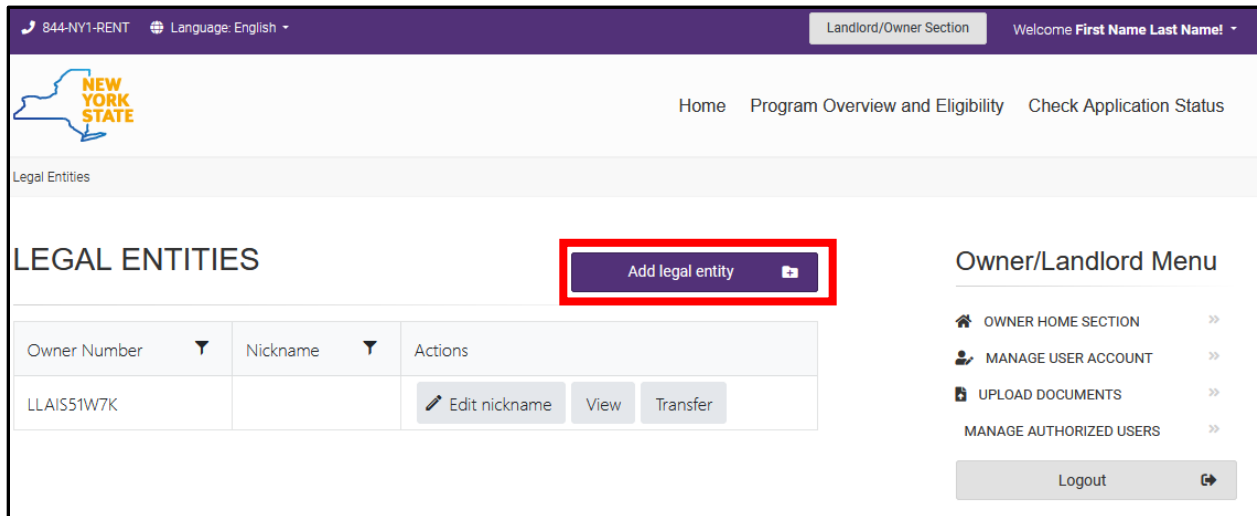
- A. To add an additional legal entity to a landlord/owner account or to add multiple legal entities, you will need to login using the email address and password you created and navigate to the “Landlord/Owner” Section.



- 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.

IRS W9 Information

Federal Tax Classification

Doing Business As

(if any)

Address Line 1

Address Line 2

- Select --
- Individual/sole proprietor or single-member LLC
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Limited liability company
- Other

City

Exempt Payee Code

(if any)

Exemption from FATCA Reporting Code

(if any)

F.

IRS W9 INFORMATION

IRS W9 Information

Federal Tax Classification

- Select --
- Individual/sole proprietor or single-member LLC
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Limited liability company
- Other

Doing Business As

(if any)

Address Line 1

Address Line 2

City

State

Postal Code

Exempt Payee Code

(if any)

Exemption from FATCA Reporting Code

(if any)

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.

I accept and agree to these certifications above

Enter your full name as signature of this form

Submit ✓

- 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.

Legal Entities

LEGAL ENTITIES

Add legal entity +

Owner Number ▼	Nickname ▼	Actions
LLAIS51W7K	Rental Business	Edit nickname View Transfer
LLHAPLM6S0	Second Rental Business	Edit nickname View Transfer
LLFSQ6J3K8		Edit nickname View Transfer

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

Legal Entities

LEGAL ENTITIES












Add legal entity +

Owner Number ▼	Nickname ▼	Actions
LLAIS51W7K	Rental Business	Edit nickname View Transfer
LLHAPLM6S0	Second Rental Business	Edit nickname View Transfer
LLFSQ6J3K8	<input type="text" value="Third Rental Business"/>	Update Cancel

- 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

LEGAL ENTITIES

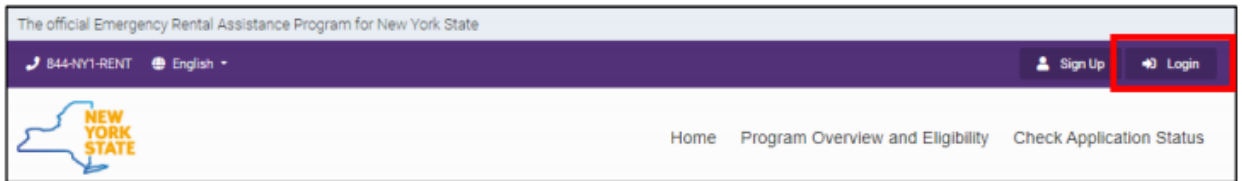
Add legal entity 

Owner Number 	Nickname 	Actions
LLAIS51W7K	Rental Business	 Edit nickname  
LLHAPLM6S0	Second Rental Business	 Edit nickname  
LLFSQ6J3K8	Third Rental Business	 Edit nickname  

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.

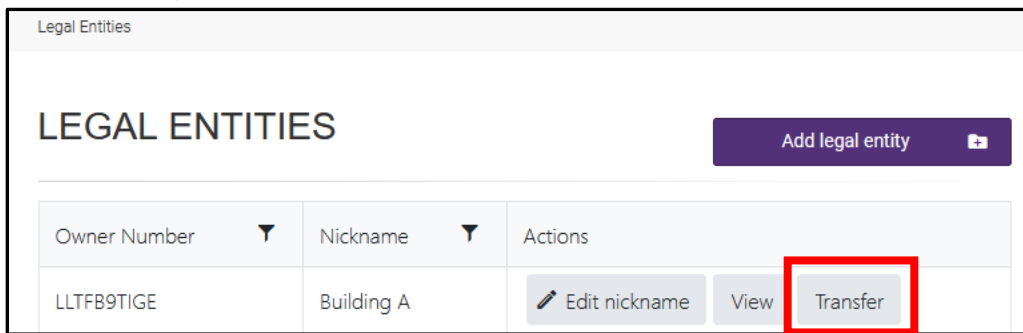
- A. To transfer a legal entity, you will need to log into the account that was associated with an Owner account, which you want to transfer to your main Landlord/Owner Account.



- 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."

Transfer Account

TRANSFER ACCOUNT

Once all your owner numbers are accepted to transfer, your account will be deleted automatically.

Testing Testing
Owner

LLTFB9TIGE
Owner Number

Transfer To Account's Email

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.

Legal Entities

LEGAL ENTITIES

Add legal entity

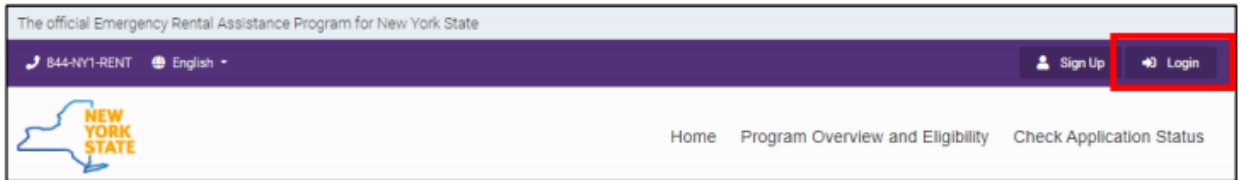
Owner Number	Nickname	Actions
LLTFB9TIGE	Building A	Edit nickname View Cancel Transfer

- F. To confirm this transfer, logout of this Landlord/Owner account, and log into your main Landlord/Owner Account.

Owner/Landlord Menu

- OWNER HOME SECTION >>
- MANAGE USER ACCOUNT >>
- UPLOAD DOCUMENTS >>
- MANAGE AUTHORIZED USERS >>
- Logout >>

- 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.

LEGAL ENTITIES

[Add legal entity](#)


Owner Number	Nickname	Actions
LLAIS51W7K	Rental Business	✎ Edit nickname View Transfer
LLHAPLM650	Second Rental Business	✎ Edit nickname View Transfer
LLFSQ6J3K8	Third Rental Business	✎ Edit nickname View Transfer















TRANSFER REQUESTS

Owner Number	Source Auth User Name	Actions
LLTFB9TIGE		Approve Deny

- J. The page will refresh and show all Legal Entities that are now associated with this account.

LEGAL ENTITIES

Add legal entity 

Owner Number 	Nickname 	Actions
LLTFB9TIGE	Building A	 Edit nickname  View  Transfer
LLAIS51W7K	Rental Business	 Edit nickname  View  Transfer
LLHAPLM6S0	Second Rental Business	 Edit nickname  View  Transfer
LLFSQ6J3K8	Third Rental Business	 Edit nickname  View  Transfer

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.

OWNER SECTION

Owner Section Owner	LLHA8EIGQK Owner Number
-------------------------------	-----------------------------------

W-9 Information

Owner or Business Name:	Owner Section
Address:	123 Test Address New York, NY 10001
Tax Classification:	
W9 Status:	Submitted

[Update the W-9 Information](#)

Direct Deposit Information

You have not completed the direct deposit form.

[Submit the Direct Deposit Information](#)

- 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.

DIRECT DEPOSIT FORM

If you are an individual or sole proprietor, a Social Security Number is required. If you are not an individual or sole proprietor, please input an EIN.

Account Holder/Landlord Information

Type of Payee

-- Select --

-- Select --

Contact Information

This information is used to validate the bank account in

Phone Number

-- Select --

- Individual/sole proprietor or single-member LLC
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Limited liability company
- Other

Address Line 1

Address Line 2

City

State

-- State --

Postal Code

C. Fill in the Direct Deposit Information

Direct Deposit Information

The First and Last name of the Authorized Signer must be provided. Do not provide the name of a business entity.

Authorized Signer First Name

Authorized Signer Last Name

Account Type

- Checking Account
 Savings Account

If Direct Deposit cannot be confirmed, a check will be issued to the address submitted under the W9.

Bank Name

Routing Number

Confirm Routing Number

Account Number

Confirm Account Number

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