Dear Ms. Rivas,

Please find enclosed a W9. We need this form filled out and returned to us in order to process your payment on behalf of your tenant. (Tenant information below.)

CVCAA acts as an Administrator on behalf of the State of Texas to screen applicants. We have submitted your tenant’s application and supporting documentation to the State and the State has released those funds to us. We would like to send you payment. However, in order for us to remain in compliance with the IRS and our auditors we must report your taxable income that we paid. The W9 allows us to maintain that record and accurately report that information.

If you have any questions please email housing@cvcaa.org or call 325-653-2411. If you prefer to speak with the Chief Financial Officer, you may call the office and request to speak with Lyla Martinez. She can be reached at the same number.

Thank you,

Sarah Eckel

Housing & Development Director

Concho Valley Community Action Agency

**TENANT INFORMATION:**

Maria Vasquez

809 N. Ohio

Big Lake, TX 76932