

# FORMS

**Paperwork Reduction:** In an effort to reduce the amount of paperwork the following ESLHA required (\*) documents are available for download and can be found on ESLHA Website: <http://www.eslha.or/contracts/forms> or HUD (Forms) Website: HUD.GOV.

## ESLHA FORMS

- Profile of Firm Form
- Letter of Intent to Subcontractor Participation
- Debarment Certification
- Non-Collusive Affidavit
- W-9 Request For Tax Payer Identification Number and Certification
- Bidders Qualifications
- Mandatory Contract Clauses
- ACH-Direct Deposit Form

HUD Forms are available for download from (<http://www.hud.gov>)

- HUD 5369 Instructions to Bidders
- HUD 5369B Instructions to Offerors
- HUD 5370 General Conditions For Construction Contracts
- HUD 5370C Section 1 General Conditions for Non-Construction Contracts
- HUD 2530 Previous Participation
- HUD 51915 MODEL FORM OF AGREEMENT BETWEEN OWNER & DESIGN PROFESSIONAL
- HUD 51999

## DIRECT DEPOSIT/ELECTRONIC PAYMENTS VIA ACH ENROLLMENT

The Housing Authority of the City of East St. Louis (ESLHA) has transitioned its payments from paper check to electronic payments. In order to ensure that your payments are processed in a timely manner, please complete a [ACH-Direct Deposit Form](#) per the listed submission instructions. This form is secure, it is hosted on an HTTPS page, it is just embedded within ESLHA's website here.

ESLHA strongly encourages the use of electronic payments via ACH. ACH payments provide both the vendor and ESLHA with the advantage of improved controls, and reduced chances for check fraud, better cash management and greatly reduced bank charges.

Remittance information notification preferably sent by email or faxed to the email/fax number you provide on the ACH Form. The details of each payment will be sent on an attached text document at the time of payment. This remittance file is in text format and can easily be imported into your receivables system.

When your payment is made via ACH, funds will be available in your provided bank account on the date listed in your remittance notice.