



# South Hadley Housing Authority

**THIS IS AN IMPORTANT NOTICE. PLEASE HAVE IT TRANSLATED.**

**Questa é una notizia molto importante. Per piacere falla tradurre. Este es un aviso importante. Sírvasse mandarlo traducir. C'est important. Veuillez faire traduire. ĐÂY LÀ MỘT BẢN THÔNG CÁO QUAN TRỌNG. XIN VUI LÒNG CHO DỊCH LẠI THÔNG CÁO NÀY. Este é um aviso importante. Por favor mande traduzi-lo. Es é un avizu importanti. Di favor, manda traduzil. Se yon anons ki enpòtan anplil. Sou Ple, fè tradwi li pou w**

Dear Massachusetts Public Housing Tenant Head of Household or Household Member:

Dear Massachusetts Rental Voucher Participant Head of Household or Household Member:

Under state law, each head of household and adult household member (age 18 and older) residing in state-aided public housing is required to participate in the Massachusetts Wage Reporting System. The purpose is to verify the income of household. This will be done by matching the income and assets reported by each head of household and adult household member (age 18 and older) with wages reported by employers to the Massachusetts Department of Revenue.

Therefore, we are requiring at this time to provide your social security number (SSN). Many households signed such a release several years ago, and we are asking all tenants to sign the release again to allow for the most current information to be provided. This will update the release already on file so that all current members of the household 18 years and older may be included. New residents and those households who failed to comply during the last wage reporting match are asked to submit an original release to the South Hadley Housing Authority. The SSNs, names of the head of household, and all adult members of the household will be forwarded by the South Hadley Housing agency to the Department of Housing and Community Development (DHCD). The DHCD administers the state-aided public housing programs, and will forward this information to the Department of Revenue. The information you have reported to us concerning your income and assets will be matched with wage reporting information reported by employers of the Department of Revenue. They will provide DHCD with information from its records, as to your reported wages and the reported wages of other members of your household. DHCD will inform the South Hadley Housing agency of this information.

If there is a mismatch between the information provided to us by the household and the information provided by the Department of Revenue, we will contact the head of household. We will meet and discuss with the head of household whose information is in question to try and resolve the mismatch. However, if the mismatch cannot be resolved, and we determine that the household has incorrectly underreported wages, we may take one or more of the following actions:

1. Adjust the household's current rent
2. Seek repayment of rental underpayments incorrectly made by the household
3. And/or terminate the household's tenancy

If we take any of these actions, the head of household has the right to dispute our decision through the South Hadley Housing Agency's Grievance procedures and in court.

Any mismatch which cannot be resolved could also result in referral to DHCD. Information concerning you and your household may also be referred to the District Attorney, Attorney General, or other



appropriate law enforcement officials. This may result in further investigation, action, and/or criminal prosecution.

Before you sign this form, it is important that you know that following additional information:

1. In accordance with state law - Chapter 43 of the Acts of 1997, section 174; 760 CMR 6.05 (3). It is mandatory that each head of household and adult household member (age 18 and older) discloses to us his or her social security number (SSN). Failure by the head of household or any adult household member (age 18 and older) to provide the South Hadley Housing agency with a social security number is grounds for termination of the household's tenancy.
2. We will use and hold your social security number and the information obtained from the Department of Revenue and DHCD in our records only for the purposes described above unless we get your consent to use it for any additional purposes.
3. We will keep the wage reporting information confidential. Only employees of the South Hadley Housing agency, and the other agencies or entities described above may see this wage reporting information, or keep it in their records for the purposes described above. These other agencies or offices will also keep the information confidential. If we receive a legal order to release the information to anyone else, we will notify you.
4. If you ask, you or your authorized representative have the right to inspect and copy information collected about you.
5. If you ask, we will answer your questions about how we keep and use this information.
6. You may object to the accuracy, completeness, pertinence, timeliness, relevance, use or dissemination of information we hold about you. If you object, we will investigate your objection and will either correct a problem or make your objection part of the file. If you are dissatisfied, we will further inform you of any additional opportunity for appeal.

Sincerely,

South Hadley Housing Authority (SHHA)

Date 1/13/16

**Income/Asset/Tax Match Authorization**

All adult members of the household must sign this form

I have read the attached letter and authorize the use of my Social Security number for the purpose described.

**Head of Household**

Social Security Number: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

**Other adult (aged 18 and over) household members**

1. Social Security Number: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

2. Social Security Number: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

3. Social Security Number: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_