



February 12, 2019

VHDA Compliance & Asset Management

WTCMS Software Upgrade - February 13, 2019

The Web Tenant Compliance Management System (WTCMS) will be unavailable due to a software upgrade on **Wednesday, February 13, 2019 starting at 5:30 p.m.** All WTCMS Users must log out of the system to ensure upgrade is properly installed. The upgrade is expected to be completed by **9:00 a.m. on Thursday morning, February 14, 2019.**

2018 Year-End Compliance Monitoring Fee -ACH Payment - Deadline Extended to March 11, 2019

To improve and streamline the annual processing of the 2018 Tax Credit annual monitoring fees, and diminish risks with handling check payments, VHDA requires all fee payments to be submitted electronically by Automated Clearing House (ACH) or Wire transfer. As a reminder, effective January 1, 2019, check payments for annual monitoring fees received in our office will be returned with a request to send the annual Tax Credit annual monitoring fees electronically.

If there is one ACH payment submitted for multiple properties, it is imperative that there is a list of properties and their fee amounts is included with the payment. The sum of all of the property fees **must** equal the total ACH payment amount.

The deadline to submit electronic payments via ACH or wire transfer has been extended to March 11, 2019. Bank fees may apply. Any payments received after March 11, 2019, will be subject to penalties according to our fee schedule.

[ACH Payment Instructions](#) have been posted to our website. Send questions to compliance-assetmanagement@vhda.com.

STAY CONNECTED:



The information contained herein (including but not limited to any description of VHDA and its lending programs and products, eligibility criteria, interest rates, fees and all other loan terms) is subject to change without notice.

