



## AIM Services Inc. Housing Subsidy Payment Information

The housing subsidy reimbursement options are:

- The person pays their full rent to the renting agent and then submits the receipt of payment to AIM for processing in accordance with the reimbursement schedule.
- The landlord sets up direct pay with AIM Services (W-9 tax document required). Once the landlord is established as a direct pay vendor AIM can directly pay the landlord the approved subsidy in the current approved self-direction budget. The person would be responsible for paying the remainder of the rent to the landlord.
  - Housing payments are processed the last week of the month to assure the landlord has payment prior to the 1<sup>st</sup> of the month.

Please select from the following options as to how you would like your housing subsidy reimbursed:

☐ I would like my rent to be paid directly to my landlord by AIM and I will be responsible for paying the remainder.

☐ I will pay my full rent to the landlord and AIM can reimburse me for my housing subsidy amount when I submit a receipt for processing.

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Participant/Representative Signature

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Date

\*An annual housing re-certification packet is required to be on file to access the NYS Housing Subsidy Program