



Servicer Document Instructions: W9 and X10

The Maryland Department of Housing and Community Development's Division of Finance and Administration is sharing the below instructions for the W9 and X10 forms that each servicer or subservicer will need to complete in order for us to set them up in our system for payment.

The W9 is very generic and self-explanatory. The X10 form is a little more in depth and requires additionally that a banking reference confirming the account information and a trusted advisor be set up (usually the CFO level or higher). Please make sure that all of this information is returned to dfa_haf_inbox.dhcd@maryland.gov and the department will forward it to specific contacts at the Comptroller's Office for expedited processing. You can return it directly to the Comptroller yourself, but the department cannot guarantee the processing time for any forms returned that way.