

Prior to the implementation of 202D, repayment agreements were submitted as a Miscellaneous Accounting Request on the voucher. With 202D, a repayment agreement section has been added to the voucher (HUD 52670-A).

**What you need to do for a *new* repayment agreement:**

1. The voucher should include all of the certifications that cover the repayment agreement period. Be sure the adjustment total on the voucher for the specific unit matches the amount reflected on the repayment agreement.
2. Before submitting certifications related to the repayment agreement through TRACS, please notify your TRACS Data Analyst of the upcoming repayment agreement and what voucher month the repayment adjustments will appear on.
3. Email a copy of the repayment agreement to your TRACS Data Analyst along with a breakdown of what HAP *was* paid and what *should have been* paid. This breakdown should total the amount of the repayment agreement and should match the adjustments for the unit on the voucher.
4. You will then enter the total amount of the repayment in the repayment agreement section of the voucher. This amount should be a positive amount because you are requesting this money from HUD.
5. When a payment is made on the repayment agreement, an entry should be made under the repayment agreement section of the voucher. This should be entered as a negative amount because you are giving the money back to HUD (reducing the amount of your voucher total).

**NOTE:** Please contact your software provider directly for instructions on how to enter a repayment agreement in your specific software.

**Example:**

- Retroactive certifications show that the tenant owes \$2,000.
- After processing these corrected certifications, the voucher will show regular adjustments for the retroactive certifications totaling -\$2,000.
- You will enter the positive adjustment for +\$2,000 on the repayment agreement section of the voucher giving the property back the total amount.
- The tenant has agreed to \$100 monthly payments.
- When the tenant makes payments you will enter -\$100 in the repayment agreement section of the voucher (be sure it's a negative number).

Questions? Contact your TRACS Data Analyst.