



GARLAND

HOUSING AGENCY

Landlords/Property Managers:

In an effort to improve and streamline the way the City of Garland onboards and manages vendor information, a new secure self-service portal called PaymentsWorks Financial System is now being used to set up landlords to receive housing assistance payments. In order to register, you will need to complete the information below and return it either with the Request for Tenancy Approval (RTA) packet or you may email it to Keith Gorman at kgorman@garlandtx.gov.

Once your information has been received, you will be sent a registration email from “City of Garland via Payment Works” with a link to sign up. *The City of Garland cannot make payments until your PaymentWorks account is established.* PaymentWorks will also allow you to electronically update contact and payment information when needed.

In order to get sent an invitation to register your property with Payment Works, please complete the information below **(ALL BOXES ARE REQUIRED TO BE COMPLETED)**:

Business Name:	
Social Security No. or Federal Tax Identification No.:	
E-Mail Address:	
Phone No:	
Tenant Name:	
Vendor Signature & Date:	

Best Regards,

Keith Gorman
Finance/Operations Manager
Garland Housing Agency

CITY USE ONLY:	
Vendor no:	_____
Caseworker:	_____
Date:	_____