# U.S. Department of Housing and Urban Development

**Voucher for Payment of Annual Contributions**

**HOUSING ASSISTANCE PAYMENTS PROGRAM**

**SECTION A**

- **ASSISTANCE PAYMENTS**
- **APPROPRIATIONS**
- **ACCOUNTS**
- **INCOME**
- **EXPENSES**
- **RESERVE**
- **MANAGEMENT**

**SECTION B**

- **PUBLICATION**
- **EDUCATION**

**SECTION C**

- **FINANCIAL**
- **STATISTICS**

**SECTION D**

- **APPROPRIATIONS AND ALLOCATIONS**
- **ACCOUNTS AND INCOME**

**SECTION E**

- **RESERVE**
- **MANAGEMENT**
- **INVESTMENT**

**SECTION F**

- **FINANCIAL**
- **STATISTICS**

**SECTION G**

- **APPROPRIATIONS AND ALLOCATIONS**
- **ACCOUNTS AND INCOME**

**SECTION H**

- **RESERVE**
- **MANAGEMENT**
- **INVESTMENT**

**SECTION I**

- **FINANCIAL**
- **STATISTICS**

**SECTION J**

- **APPROPRIATIONS AND ALLOCATIONS**
- **ACCOUNTS AND INCOME**

**SECTION K**

- **RESERVE**
- **MANAGEMENT**
- **INVESTMENT**

**SECTION L**

- **FINANCIAL**
- **STATISTICS**

**SECTION M**

- **APPROPRIATIONS AND ALLOCATIONS**
- **ACCOUNTS AND INCOME**

**SECTION N**

- **RESERVE**
- **MANAGEMENT**
- **INVESTMENT**

**SECTION O**

- **FINANCIAL**
- **STATISTICS**

**SECTION P**

- **APPROPRIATIONS AND ALLOCATIONS**
- **ACCOUNTS AND INCOME**

**SECTION Q**

- **RESERVE**
- **MANAGEMENT**
- **INVESTMENT**

**SECTION R**

- **FINANCIAL**
- **STATISTICS**

**SECTION S**

- **APPROPRIATIONS AND ALLOCATIONS**
- **ACCOUNTS AND INCOME**

**SECTION T**

- **RESERVE**
- **MANAGEMENT**
- **INVESTMENT**

**SECTION U**

- **FINANCIAL**
- **STATISTICS**

**SECTION V**

- **APPROPRIATIONS AND ALLOCATIONS**
- **ACCOUNTS AND INCOME**

**SECTION W**

- **RESERVE**
- **MANAGEMENT**
- **INVESTMENT**

**SECTION X**

- **FINANCIAL**
- **STATISTICS**

**SECTION Y**

- **APPROPRIATIONS AND ALLOCATIONS**
- **ACCOUNTS AND INCOME**

**SECTION Z**

- **RESERVE**
- **MANAGEMENT**
- **INVESTMENT**

**APPENDIX 2**

**Table 1: Allocation of Annual Contributions**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Assistance Payments</td>
<td>$100,000</td>
</tr>
<tr>
<td>Administration</td>
<td>$20,000</td>
</tr>
<tr>
<td>Prepayment</td>
<td>$30,000</td>
</tr>
<tr>
<td>Reserve</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

**Notes:**
- The total amount allocated is $200,000.
- Administration and prepayment are required for each section.
- The reserve is calculated based on the percentage of the total amount.
INSTRUCTIONS FOR PREPARATION OF FORM HUD-12681
VOUCHER FOR PAYMENT OF ANNUAL CONTRIBUTIONS
HOUSING ASSISTANCE PAYMENTS PROGRAM

1 GENERAL: The Public Housing Agency (PHA) including a Housing Finance and Development Agency, shall prepare an original and
a copy of the Form HUD-12681, after the end of each fiscal year for each Section 8 or Section 9 Housing Assistance Payments program under an Annual Contributions Contract. The PHA shall submit the original to the appropriate Regional Accounting Office
not later than 20 days after the end of the PHA’s fiscal year. One copy shall be sent in the appropriate HUD Field Office and one copy shall be retained by the PHA.

MEANING: The heading of the Voucher shall be completed by entering on the spaces provided the following information:

a. The appropriate PHA in the event of a sub-type of program, i.e., Section 8 or Section 9, for which the Voucher is being prepared.

b. The name and address, including ZIP code of the PHA.

c. The name and address of the appropriate HUD field and regional offices.

d. The PHA’s fiscal year during which the Voucher is being prepared.

e. The Annual Contributions Contract Number.

f. The Project Number.

g. The type of project as defined in HUD regulations. The term “Neutral” mean New Construction. The term “Rehab” means Rehabilitation, and the term “Existing” means Existing Housing.

h. The beginning date of the fiscal year for which the Voucher shall be submitted. If only the first submission of the Voucher for the project is being prepared.

i. The number of units approved for the project in the Annual Contributions Contract and the number of units receiving units under

j. The number of units for the fiscal year for which the Voucher is being prepared.

The Voucher shall be completed on or before the due date of the PHA’s submission to HUD. (See HUD-12681 for due dates).

3 MAXIMUM ANNUAL CONTRIBUTIONS AVAILABLE:


b. Line 2: The first fiscal year may carry a period from 12 to 26 months. If the first fiscal year exceeds 12 months, enter on this line the

  number equal to one plus 1 / 12 of Line 1 multiplied by the number of months in the fiscal year.


4 ANNUAL CONTRIBUTIONS REQUIRED:

a. Line 4: Enter the amount shown on the right column of Table 7, for Section 8 or Section 9, for the fiscal year in which the Voucher is being prepared. In Column 7, enter the actual amount shown on Form HUD-12681 for the fiscal year, or the amount shown for the fiscal year in Table 7, for each project in which the Voucher is being prepared. Column 8, enter the amount shown on the right column of Table 7, for each project, or the amount shown on Form HUD-12681 for the fiscal year, or the amount shown for the fiscal year in Table 7, for each project, or the amount shown on Form HUD-12681 for the fiscal year.

b. Line 5: Enter the amount shown on Form HUD-12681 for the fiscal year.

c. Line 6: Enter the amount shown on Form HUD-12681 for the fiscal year.

d. Line 7: Enter the amount shown on Form HUD-12681 for the fiscal year.

e. Line 8: Enter the amount shown on Form HUD-12681 for the fiscal year.

f. Line 9: Enter the amount shown on Form HUD-12681 for the fiscal year.

g. Line 10: Enter the amount shown on Form HUD-12681 for the fiscal year.

h. Line 11: Enter the amount shown on Form HUD-12681 for the fiscal year.

i. Line 12: Enter the amount shown on Form HUD-12681 for the fiscal year.

j. Line 13: Enter the amount shown on Form HUD-12681 for the fiscal year.

k. Line 14: Enter the amount shown on Form HUD-12681 for the fiscal year.

l. Line 15: Enter the amount shown on Form HUD-12681 for the fiscal year.

m. Line 16: Enter the amount shown on Form HUD-12681 for the fiscal year.

n. Line 17: Enter the amount shown on Form HUD-12681 for the fiscal year.

o. Line 18: Enter the amount shown on Form HUD-12681 for the fiscal year.

p. Line 19: Enter the amount shown on Form HUD-12681 for the fiscal year.

q. Line 20: Enter the amount shown on Form HUD-12681 for the fiscal year.

r. Line 21: Enter the amount shown on Form HUD-12681 for the fiscal year.

s. Line 22: Enter the amount shown on Form HUD-12681 for the fiscal year.

5 BALANCE OF DEFICIT IN ANNUAL CONTRIBUTIONS AVAILABLE (Table II and III):

6 YEAR END SETTLEMENT:

7 EQUITY OR DEFICIT IN ANNUAL CONTRIBUTIONS AVAILABLE (Table II and III):

8 STATUS OF PROJECT ACCOUNTS (Table IV, V) FOR PROJECTS ONLY, LINES 24 AND 25:

9 STATUS OF CONTINGENCY RESERVE (Table VI, VII) FOR PROJECTS ONLY, LINES 26 AND 27:

10 STATUS OF SECURITY AND UTILITY REPORTS FOR PROJECTS ONLY, LINES 28 THROUGH 31:

11 Notes 1, 2, 3, 4, 5 and 6 shall be found on Form HUD-3 at the end of this form.