



## RENT/HOUSING PAYMENT INSTRUCTIONS

### 1. INITIAL RENT/HOUSING PAYMENT – All Affiliation Categories

- The first or initial rent/housing payment must be prepaid by credit card, wire transfer, check, or money order and submitted with your lease/housing contract by the due date. The fastest and most reliable method for making your initial housing prepayment is by credit card using Harvard University Housing's (HUH) online rent payment credit card link. **Note:** *HU Housing does not accept bank direct deposit payments.*
- If your lease/housing contract begins before the 15<sup>th</sup> of the month, the amount due is prorated for that month. If it begins on or after the 15<sup>th</sup>, the amount due includes the prorated first month and the entire next month.
- After the initial payment, subsequent payments are due on or before the first day of each and every calendar month. Refer to section 2, **Subsequent Monthly Payments**, on the following pages for important instructions on making future payments.

### Credit Card

#### a. Online Payment – *The online method is our preferred method; it may be used only for your Initial Payment*

- You may proceed directly to the **Prepayment** screen after electronically signing your lease documents, or you may log off and return to make your payment later. Please be sure to do so by your deadline date.
- Go to <http://huhousing.harvard.edu>, click **Applicant Login** at the top right of your screen, and enter your email address and password. If you have forgotten your password, use the **Forgot Password** link and follow the Reset Password Instructions.
- After you have successfully logged in, click the green **Approved** button to arrive at your Lease Summary page.
- Click **Prepayment** on the left side menu, which will take you to the credit card payment pages; then follow the online instructions.
- If you have a problem logging in or using the website, please contact the Leasing Office at 617-495-1459 or [leasing@harvard.edu](mailto:leasing@harvard.edu).
- If you cannot use above payment method, you also can pay by credit card, check, or money order in person, mail a check or money order, or send a wire transfer payment. Refer to the following sections for information.

#### b. In-person Payment

Payments can be made in person at the Campus Service Center – Smith Center 8<sup>th</sup> floor, 1350 Massachusetts Avenue in Harvard Square. The office ordinarily is open Monday through Friday (closed on **University holidays**). Before visiting, be sure to check the center's website at <https://campusservicecenter.harvard.edu> or call the office at (617) 496-7827 for current hours of operation.

### Wire Transfer – Email [leasing@harvard.edu](mailto:leasing@harvard.edu) if paying by wire transfer.

*If you are not paying by credit card, wire transfers are the preferred method of electronic payment directly into HU Housing's bank account. The following instructions are for domestic and wire transfer payments only. Other electronic payment options are not as reliable, nor do they provide sufficient detail to credit the payment to your tenant ledger. Follow the instructions specifically to ensure your payment is correctly identified and applied. Do **not** use these instructions to make an E-payment or bank-to-bank transfer.*

**NOTE:** *Outgoing wire default limits set by your bank may prevent you from wiring your entire intended payment. Check with your bank to see if a modification of your limit is necessary prior to arranging payment. Wires may be subject to fees, though Harvard University Housing does not charge for the receipt. International wires are usually subject to a fee from the intermediary banks. Check with your bank to determine what fees may apply to your wire transfer and be sure to adjust the amount of your transfer accordingly, as fees or differences in currency exchange rates may be deducted from your total payment. If not accounted for in advance, this could result in a shortage in your rent payment, incurring an arrearage.*

#### a. INTERNATIONAL Wire Payment (OUTSIDE USA payments only)

Bank Name:	Bank of America
Bank ABA#:	026-009-593
Swift Code:	BOFAUS3N
IBAN #:	No number
Bank Address:	100 Federal Street, Boston, MA 02110, USA

Bank Account name: President and Fellows of Harvard College  
Bank Account Number: 0046-3604-8500  
In Free Form Memo Field:  
Local Unit Contact: Harvard University Housing Accounts Receivable  
Local Unit Extension: 617-495-1612  
Income Identifier: Rent or housing contract payment for...  
Description of Payment: Include your name and HU Housing address

**b. DOMESTIC Wire Payment (INSIDE USA payments only)**

Bank Name: Bank of America  
Bank ABA#: 026-009-593  
Bank Address: 100 Federal Street, Boston, MA 02110, USA  
Bank Account name: President and Fellows of Harvard College  
Bank Account Number: 0046-3604-8500  
In Free Form Memo Field:  
Local Unit Contact: Harvard University Housing Accounts Receivable  
Local Unit Extension: 617-495- 1612  
Income Identifier: Rent or housing contract payment for...  
Description of Payment: Include your name and HU Housing address

**Check or Money Order**

If you make your payment by check or money order, be sure to reference your full name as it appears on your lease/housing contract and your Harvard University Housing (HUH) address to ensure proper credit to your account.

**a. In Person Payment**

Payments can be made at the Campus Service Center – Smith Center 8<sup>th</sup> floor, 1350 Massachusetts Avenue in Harvard Square. The office ordinarily is open Monday through Friday (closed on **University holidays**). Before visiting, be sure to check the center's website at <https://campusservicecenter.harvard.edu> or call the office at (617) 496-7827 for current hours of operation.

**b. Mail Payment**

Check payments can be mailed to Harvard University Housing A/R, 46 Blackstone Street, Cambridge, MA 02139.

**2. SUBSEQUENT MONTHLY PAYMENTS – Payment Methods Depend on Affiliation and Timing**

**Graduate Students**

- Prior to having an active student account and until student billing commences, continue to make rent/housing payments directly to HUH by credit card (in person only), check, money order, or wire transfer. Refer to the APPENDIX on the next page for details. You will receive email notification from University Student Financial Services when your account is active.
- When your student account is active, rent charges and other charges due under the lease/housing contract are transferred monthly to your student account (<https://my.harvard.edu/>). Rent charges are payable by the due date noted on your student account, according to the policies established by Student Receivables. Refer to the University Student Financial Services website (<https://sfs.harvard.edu/student-accounts>) for more information about accepted forms of payment, and be sure to check your student account frequently to ensure your rent/housing charges are paid.
- Typically, by the middle of each month, your next month's rent/housing charges will appear on your student bill. If you do not find your rent charges on your student bill by middle of each month, please contact [CS\\_AR@harvard.edu](mailto:CS_AR@harvard.edu).  
**Please note that you are not allowed to pay your rent directly to huh while you are billed through university student financial services and your rent charges appear on your student account.**  
**This policy applies until your student account is no longer active (after your final or graduate bill has been generated or your active student affiliation ends).**
- After generation of your final or graduation bill, your rent/housing payment is due on or before the first day of each and every calendar month and again must be paid directly to Harvard University Housing by credit card (in person), check, money order, or wire transfer. Refer to the APPENDIX on the next page for details.

**Harvard Faculty and Staff (Paid by Harvard Biweekly or Monthly)**

- Monthly rent and other charges due under the lease for those on the Harvard payroll are charged to and must be paid via payroll deduction. Eligible faculty and staff are required to complete the payroll deduction form, which should be requested from the Leasing Office ([leasing@harvard.edu](mailto:leasing@harvard.edu) or 617-495-1459) for return with your lease documents. The process to set up payroll deduction can take a few months to go into effect. Once deductions start, they will be applied to the **following** month's rent.
- Rent due prior to the start of deductions, rent due in excess of the deductible amount, or rent due after payroll deduction stops (for example, if your Harvard-paid faculty/employee status changes), must be paid directly to Harvard University Housing by credit

card (in person), check, money order, or wire transfer. Refer to the APPENDIX on the next page for details.

- If you have a question about the timing of your payroll deduction start date, please contact our office at [CS\\_AR@harvard.edu](mailto:CS_AR@harvard.edu).

### **Other Tenants**

- HUH cannot deduct monthly rent and other charges from payroll for the following Harvard employee tenant categories: Harvard temporary employees, Harvard employees paid weekly, non-Harvard-paid visiting faculty, visiting scholars, visiting fellows, non-benefits-eligible postdoctoral fellows, Harvard teaching hospital employees with a valid Harvard I.D. number, and those in similar affiliation categories. These tenants must pay monthly rent and other charges directly to Harvard University Housing by check, money order, wire transfer, or credit card (in person) on or before the first day of each month. Refer to the following APPENDIX for details.

## **APPENDIX**

You may use the following methods to make Subsequent Monthly Payments only if you are in the “Other Tenants (Not Paid by Harvard)” affiliation category, or are a Graduate Student whose Student Receivables account is not active, or are a Harvard-paid Faculty or Staff member whose payroll deduction of rent has not yet started or has ended.

HUH WILL NOT ACCEPT these subsequent payment options when your Student Receivables account or your payroll deduction is active.

Be sure to reference your full name as it appears on your lease/housing contract and your Harvard University Housing (HUH) address to ensure proper credit to your account.

- In-person payment by credit card, check, or money order can be made in person at the Campus Service Center – Smith Center 8<sup>th</sup> floor, 1350 Massachusetts Avenue in Harvard Square. The office ordinarily is open Monday through Friday (closed on **University holidays**). Before visiting, be sure to check the center’s website at <https://campusservicecenter.harvard.edu> or call the office at (617) 496-7827 for current hours of operation.
- Check or money order payments can be mailed to Harvard University Housing A/R, 46 Blackstone Street, Cambridge, MA 02139.
- Wire transfer payments can be made to our Bank of America account using the Wire Transfer payment instructions on the preceding two pages.