

How to Claim your Community Investment Tax Credit (CITC): For Returning Donors

Thank you for your continued, generous support! The following steps will walk you through the process of claiming your tax credit. The process should take no longer than a few minutes. If you have any questions, please contact us at citc@asiancdc.org.

To submit your CITC claim, log in at:

http://hed-citc.azurewebsites.net/login.aspx

Did you forget your User ID and/or password?

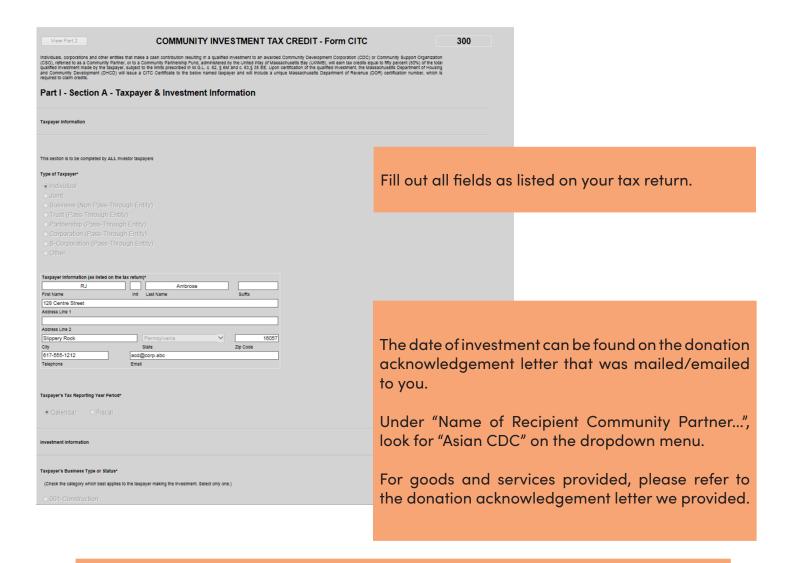
Leave both boxes blank, click "Submit", and then enter your email linked to your CITC profile. Your username will appear.

To recover your password, enter your username, leave the password window blank and click "Submit". The system will email you a temporary password. Be sure to check your Spam folder if you don't see the email in your main inbox within a few minutes.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT COMMUNITY INVESTMENT TAX CREDIT (CITC) PROGRAM User ID Password Submit Upon logging in, you will click "NEW" on the left to create **DEPARTMENT OF HOU** a new application for your recent CITC donation. COMMUNITY INV TAXPAYER INFORMATION SCREEN Edit Profile Change Password Sign Out INVESTMENT DATE PARTNER INVESTMENT AMOUNT **TAXPAYER** PARTNER ADDRESS PARTNER PRIMARY PARTNER NAME CDC of South Great Barrington, MA Select 7/11/2016 \$10,000.00 7/11/2016 Tim Geller 7/11/2016 Berkshire 01230 CDC of South Great Barrington, MA 1/1/2015 \$2,000.00 7/11/2016 Tim Geller Select 7/11/2016 01230 Berkshire

- Did you move recently? Use "Edit Profile" to ensure your contact and mailing information is updated!
- Check the status of your claim after submitting your application. "Partner Signed" column indicates when we reviewed and approved your request. Your certificate should arrive within 2 weeks of that date!

Forget how to file a CITC claim? Read on to the next page to review quick and easy process.



If you are filing as a business and are an employer, select "Yes" under "Part 1 - Section B - Employee-Investor and Pass-Through Entity Information" and follow the link on the page to obtain a Certificate of Compliance (if you don't already have one). You will need to upload the certificate to the portal. We cannot approve your application (if filing as a business) without this document.

Sign the waiver at the bottom, click Submit, and then you're done! Once your claim has been processed (usually within 2 weeks), you will receive an email notification that your CITC certificate is ready to download. You can always check the status of your claim on the "Taxpayer Information Screen".

If it has been over 3 weeks and you have not received your certificate, or if you have additional questions, email us at citc@asiancdc.org.