

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:



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TAXPAYER INFORMATION SCREEN

New	INVESTMENT DATE	INVESTMENT AMOUNT	TAXPAYER SIGNED	PARTNER NAME	PARTNER ADDRESS	PARTNER PRIMARY	PARTNER SIGNED
Select	7/11/2016	\$10,000.00	7/11/2016	CDC of South Berkshire	Great Barrington, MA 01230	Tim Geller	7/11/2016
Select	1/1/2015	\$2,000.00	7/11/2016	CDC of South Berkshire	Great Barrington, MA 01230	Tim Geller	7/11/2016

Upon logging in, you will click "NEW" on the left to create a new application for your recent CITC donation.

- 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.

View Part 2

COMMUNITY INVESTMENT TAX CREDIT - Form CITC

300

Individuals, corporations and other entities that make a cash contribution resulting in a qualified investment to an awarded Community Development Corporation (CDC) or Community Support Organization (CSO), referred to as a Community Partner, or to a Community Partnership Fund, administered by the United Way of Massachusetts Bay (UWMB), will earn tax credits equal to fifty percent (50%) of the total qualified investment made by the taxpayer, subject to the limits prescribed in M.G.L. c. 62, § 6M and c. 63, § 38 EE. Upon certification of the qualified investment, the Massachusetts Department of Housing and Community Development (DHCD) will issue a CITC Certificate to the below named taxpayer and will include a unique Massachusetts Department of Revenue (DOR) certification number, which is required to claim credits.

Part I - Section A - Taxpayer & Investment Information

Taxpayer Information

This section is to be completed by ALL investor taxpayers

Type of Taxpayer*

- Individual
- Joint
- Business (Non Pass-Through Entity)
- Trust (Pass-Through Entity)
- Partnership (Pass-Through Entity)
- Corporation (Pass-Through Entity)
- S-Corporation (Pass-Through Entity)
- Other

Taxpayer information (as listed on the tax return)*

First Name Init Last Name Suffix

Address Line 1

Address Line 2 State Zip Code

City State Zip Code

Telephone Email

Taxpayer's Tax Reporting Year Period*

- Calendar
- Fiscal

Investment Information

Taxpayer's Business Type or Status*

(Check the category which best applies to the taxpayer making the investment. Select only one.)

- 001-Construction

Fill out all fields as listed on your tax return.

The date of investment can be found on the donation acknowledgement letter that was mailed/mailed to you.

Under "Name of Recipient Community Partner...", look for "Asian CDC" on the dropdown menu.

For goods and services provided, please refer to the donation acknowledgement letter we provided.

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.