



community development partnership

Creating opportunities for people to live, work, and thrive on the Lower and Outer Cape

Processing Your Community Investment Tax Credit

Thank you for investing in the Community Development Partnership (CDP). We want to ensure the tax credit process is as smooth as possible for you, so we've included a step-by-step explanation of what you can expect. Please don't hesitate to be in touch if you have questions.

- I) **DONATION** - Donor makes a contribution of \$1,000 or more to the CDP.
- II) **FORM CITC** – This is the Form that is completed to process your tax credit donation. Below are some instructions for the new system.
 1. We will “Create a User” for you through the program’s online platform. An automated email will be sent to you with a link to the online platform where you will complete Form CITC. This email will come from CITC@state.ma.us and the Subject Line will be *CITC Credentials Enclosed*. The email will also contain a Username and generic Password (this password can be updated once you are in the system).
 2. When you have clicked through to the online platform and logged in, you will be asked to complete a “User Profile” – which includes your taxpayer type and basic contact information.

Note: If you select a “Taxpayer Type” that is a pass through entity (like a Trust, Partnership, Corporation, S Corporation), you will be asked to input whether the credit will be taken at the entity level or the individual level.

Once complete, hit Save.

3. After you have saved your profile information you will be brought to your **Taxpayer Information Screen**. Here you have the following options:
 - Change Your Password
 - Initiate a **New** Form CITC
 - Revise Form CITC (once it has been created)
 - Track the Status of Form CITC (once it has been submitted)

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4. Click on “Create First Application”

- Your contact information and other information entered when completing your profile will be automatically populated.
- Complete the remaining required fields (same fields as prior years).
To Note: Where it asks for “Name of Recipient Community Partner or Community Partnership Fund (UWMB)” there is a drop-down menu. We are listed as **Lower Cape Cod Community Development Corporation d/b/a Community Development Partnership**.
- If a Certificate of Compliance is required, you will upload it here.
Note: All donors identifying as an employer must submit a Certificate of Compliance from the Department of Unemployment Assistance with their Form CITC in order to receive a tax credit. Forms can be obtained via the employer’s account at— <http://www.mass.gov/lwd/unemployment-insur/employers/>.

5. Once the form is complete, click **Submit**. At that time, we’ll receive notification that Form CITC is ready for us to complete our portion.
6. When our section is complete, we’ll submit it to the MA Department of Housing and Community Development and email you to let you know it’s done.
- III) Your **CITC Certificate Number** will be issued by DHCD upon receipt of the Form CITC and sent to you via Mail. It is anticipated this will take 3-4 weeks from submission of FORM CITC.

You will use the CITC Certificate Number to claim the credit when filing your taxes. If you have no tax liability (e.g. donor is an out of state donor, a nonprofit foundation or a donor advised fund) or your tax liability is less than the credit amount, you will receive a refund check for the amount of the tax credit.

Please contact Deb Martin at 508.290.0127 or dmartin@capecdp.org with any questions.

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