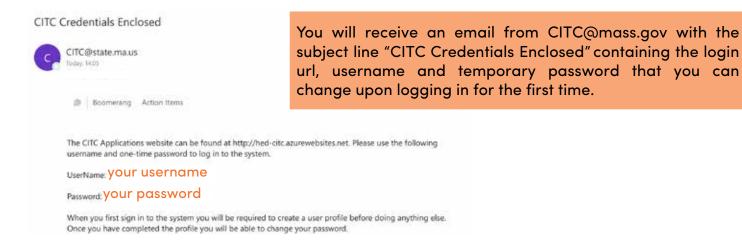


## How to Claim your Community Investment Tax Credit (CITC)

Thank you for your generous donation! 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.



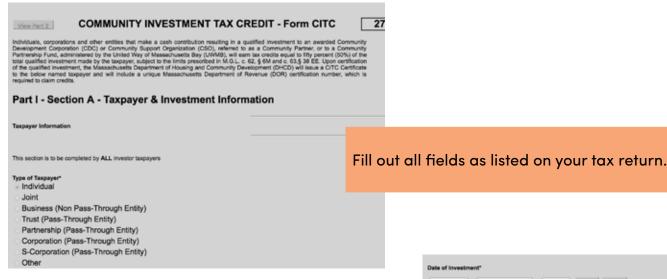
Upon logging in, you will fill out the profile with all applicable information as it will appear on your tax return.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT COMMUNITY INVESTMENT TAX CREDIT PROGRAM

TAXPAYER INFORMATION SCREEN



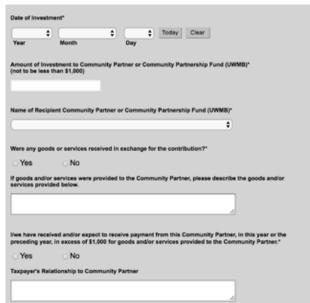
## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT COMMUNITY INVESTMENT TAX CREDIT PROGRAM TAXPAYER INFORMATION SCREEN TAXPAYER INFORMATION SCREEN Taxpayer Sign Out The next screen will allow you to: Change your password Edit your profile Create a CITC submission form Check the status of your claim after submitting your application



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

Under "Name of Recipient Community Partner...", look for "Asian CDC" on the dropdown menu (3rd name down).

For goods and services provided, please refer to the donation acknowledgement letter with that information listed.





Sign the waiver at the bottom, click Submit, and then you're done! You will receive an email in 2-3 weeks when your certificate is available to download as a PDF.