



Community Investment Tax Credit (CITC) Instructions

The Massachusetts Department of Housing and Community Development (DHCD) will issue your tax credit certificate via the CITC portal: <http://hed-citc.azurewebsites.net/login.aspx>

New to CITC? If you have never logged into the CITC portal before, please email Clare Gunther at clare.gunther@cbacre.org to obtain your username and password.

Applied to CITC in past years? Use the same CITC credentials as in past years. If you are unsure of what the login credentials are, contact either Clare Gunther, clare.gunther@cbacre.org or Nathan Delude at DHLC* (formerly DHCD), nathan.delude@state.ma.us.

CITC Application Instructions:

1. Obtain CITC portal login credentials if you have not.
2. Complete Part 1 of the application by visiting <http://hed-citc.azurewebsites.net/login.aspx>
 - **Individuals** complete section A only
 - **Corporations** must complete both sections A and B.
3. CBA will follow up by completing Part 2.
4. When Part 1 and 2 are complete, DHLC will issue a tax credit certificate with your Massachusetts DOR certification number within 1-2 weeks, which is required to claim your credit. **Please not** this timeframe for tax filing purposes.

Questions? Contact Clare Gunther, clare.gunther@cbacre.org.

**Department of Housing and Livable Communities*