



# Tennessee Housing Development Agency

Andrew Jackson Building Third Floor  
502 Deaderick St., Nashville, TN 37243  
(615) 815-2200

**Bill Haslam**  
Governor

**Ralph M. Perrey**  
Executive Director

## **MEMORANDUM:**

TO: Multifamily Tax Exempt Authority (MTBA) Partners

FROM: Felita Hamilton

DATE: September 26, 2018

SUBJECT: Request for Refund for MTBA Commitment and Incentive Fee

---

MTBA applicants that received an allocation of THDA Multifamily Tax Exempt Bond Authority are subject to a partial refund of Commitment and Incentive Fees provided that the necessary requirements have been met per the applicable Program Description. The requirements to be eligible for a refund will be found in the Fee section of the Program Description found on the [MTBA webpage](#). There may be certain instances to which the Incentive Fee is not eligible for a refund.

THDA will not issue refunds until after the issuance of the IRS 8609 Forms are issued. For all applicants that received authority before 2018 the Bond Package should be submitted to [TNAallocation@thda.org](mailto:TNAallocation@thda.org). Applicants that received authority in 2018 and beyond will have an external portal in THOMAS. That portal has not been developed yet.

In the event that all conditions have been satisfied per the applicable Program Description the applicant should remit the following documents to THDA:

- Letter on behalf of the Ownership Entity requesting refund, ensure the contact name and mailing address is included.
- Fully completed W-9 from the Ownership Entity
- Fully completed Form 8038
- Fully completed CT-0253
- Receipt of Payment for the Commitment and Incentive Fee

These documents shall be sent via email to [TNAallocation@thda.org](mailto:TNAallocation@thda.org). The Bond Refund package will be processed by THDA and upon satisfactory review of the documentation the refund will be mailed to the Ownership Entity contact designated in the refund request.

For any further questions and/or concerns contact Felita Hamilton at [fhamilton@thda.org](mailto:fhamilton@thda.org) or 615-815-2145.