

INSTRUCTIONS FOR COMPLETING CITC APPLICATION

Part 1 of this form is to be completed by an authorized financial institution official. Part 2 is to be completed by the Executive Director of the eligible housing organization or an authorized representative.

Part 1 – BUSINESS AND CONTRIBUTION INFORMATION

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| 1. Name of Financial Institution | Enter the name of the Financial Institution. |
| 2. Business mailing address | Enter the mailing address of the financial institution. |
| 3. Contact person title and phone number | Enter the title and telephone number for the contact person. |
| 4. Email address | Enter the email address for the contact person. |
| 5. Tennessee Franchise and Excise | Enter the Tennessee Franchise and Excise number of the financial institution. |
| 6. Tax year | Select the appropriate tax year. |
| 7. Type of Investment | Select the type of investment. |
| 8. Submitted by | Enter the name of the individual submitting the Application. Sign in the area designated for signature, print name and title. Enter the date the application is signed. |

Part 2 – ELIGIBLE HOUSING ORGANIZATION

(This section should be completed by the eligible organization)

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| 9. Type of Organization | Select the applicable organization. |
| 10. Name of Eligible Organization | Enter the name of the eligible organization. |
| 11. Business mailing address | Enter the business address for the organization. |
| 12. Contact person and title | Enter the contact person and title for the organization (all correspondence will be sent to this contact person). |
| 13. Email address | Enter the email address for the contact person. |

14. Type of Eligible Activity

Select the applicable activity or activities. Enter the loan amount allocated for each activity in the space corresponding to the activity. The total for all activities should equal the total loan amount.

15. Submitted by

Enter the name of the eligible organization. Sign in the area designated for signature. Print name and title. Enter the date the application is signed.

Part 3– THDA CERTIFICATION

This section is completed by THDA

Part 4 – DEPARTMENT OF REVENUE CERTIFICATION

This section is completed by the Tennessee Department of Revenue