



Tennessee Housing Development Agency

Andrew Jackson Building Third Floor
502 Deaderick St., Nashville, TN 37243

Bill Lee
Governor

Ralph M. Perrey
Executive Director

MEMORANDUM

TO: Multifamily Tax-Exempt Authority (MTBA) Partners

FROM: Felita Hamilton

DATE: April 15, 2025

SUBJECT: Request for Refund for MTBA Incentive Fee

MTBA applicants that received an allocation of THDA Multifamily Tax-Exempt Bond Authority are subject to a refund of Incentive Fees provided that the necessary requirements have been met by 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. Once 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 a refund, ensure the contact name and mailing address are included.
- Fully completed current W-9 from the Ownership Entity
- Fully completed Form 8038
- Fully completed CT-0253
- Receipt of Payment for the Incentive Fee

These documents shall be sent via email to <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 or 615-815-2145



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