

DATE: January 27, 2009
MEMO TO: Property Managers
FROM: Compliance and Preservation Division
SUBJECT: **New and Revised Tax Credit Compliance Forms January, 2009**

We have new and revised camera-ready forms and forms with instructions available for use in Tax Credit properties. Please **destroy** all of your current forms and **begin using the revised and new forms as soon as possible but no later than March, 2009**. Only revised forms with substantial changes are listed below; however, most forms underwent formatting, punctuation, or grammatical corrections.

If you have any questions, comments, or suggestions for forms, please contact Mardi Roberts at mardi.roberts@wshfc.org. A special thanks goes to Quantum Management Services, Inc., Housing Resources Group, and Coast Real Estate Services for their valuable suggestions and input.

New! **Self-Recertification of Annual Income**—This form may be used *only* for 100% Low Income Tax Credit Properties, beginning with the resident's second recertification (third year and beyond). Initial certification and the first-year recertification must continue to be completed as full **third-party**. **NOTE:** Properties approved for Post-Year 15 monitoring and those with the IRS Recertification Waiver may use this form for **all** recertifications.

New! **Foster Care Verification**—You may use this form to send to DSHS to verify that an applicant was in the foster care system. This form is **optional** if you can obtain other verification of foster care.

New! **Seasonal Worker Statement**—This form was created for use when an applicant or resident is a seasonal worker.

New! **Self-Employment Income Worksheet**—Use this form when determining self-employment income. This form should be placed on top of the required tax return.

Revised: **Compliance Forms Checklist**—New forms have been added to the list. This form lists the order in which resident packages should be submitted to the Commission. This form should not be included with resident packages.

Revised: **Eligibility Certification**—Under "Student Qualification" section, added Foster Care participant under student exceptions.

Revised: **Income Verification**—Added question: "Are commissions, bonuses, or tips included in YTD figure?" and "Does employee participate in a 401(k)?"

Revised: **Income Verification/Clarification by Telephone**—Added question: "Are commissions, bonuses, or tips included in YTD figure?" and "Does employee participate in a 401(k)?"

Revised: **Student Financial Aid Worksheet**—The student no longer has to complete any part of the form; it is strictly for management to use.

Revised: **Student Certification (HUD or RD)**—Added new language about foster care (new student qualifying exception).