



Instructions for Making a Donation to the Social Equity Campaign via the Community Investment Tax Credit Program

1. Notify Somerville Community Corporation that you will be making a **Community Investment Tax Credit (CITC)** donation (minimum required donation to be eligible for tax credits is \$1,000), and make sure SCC has your email address. This will prompt SCC to set up a username through the CITC online system if you don't already have one. Send email to edevane@somervillecdc.org. If you don't have an email address, you can call Lizzie Devane directly at 617.410.9916
2. Send your donation to SCC. You can do this in any of the following three (3) ways:
 - a. Make your check out to Somerville Community Corporation, and mail it to:
SCC
Attn: CITC
337 Somerville Avenue, 2nd Floor
Somerville, MA 02143
 - b. Drop your check off at the SCC office (same address as above)
 - c. Donate online: <http://www.somervillecdc.org/donate>
3. **For new and returning donors,**
Fill out the online form: <http://hed-citc.azurewebsites.net/login.aspx>

First Time Donors:

- a. The community partner (SCC) will set up and issue you a username and password, which DHCD will send to your email.
- b. When you login for the first time, you can reset your password:
Go into "Edit Profile," and select "Change Password," then "Save."
- c. Once you are in the system, you will be prompted to fill in the required information. In addition to your personal information, this will include selecting the community partner from a drop-down menu, and selecting the amount of the donation. Please select Somerville Community Corporation to make your donation to SCC.
- d. Once you have completed the donor form (part 1), hit "Send." Your form will automatically be sent to the selected community partner, who will then fill out part 2 and submit it to the Department of Housing and Community Development DHCD.
- e. At any point, you can login to check the status of your submission, as well as to see the history of all donations you have made since September 2016.
- f. If you are an employer, you will be asked to upload a copy of your Certificate of Compliance directly onto this site.

Repeat Donors

- a. If you have already made a donation to SCC or another CITC eligible organization, you'll be able to login directly to your account. Each donor can have only one account.
 - b. For each time you make a contribution, click the "new" button at top left, to initiate new contribution.
 - g. For subsequent donations (either to other partners or in future years), your information will remain with the account – all fields will auto-fill, except for fields that require new information (amount of donation, etc.).
4. You will receive notification in the mail confirming your donation. DHCD will send you your CITC certificate to be filed with your taxes.

Questions?

Contact: Lizzie Devane, edevane@somervillecdc.org, 617.410.9916

Thank You!

What is the Social Equity Campaign and CITC?

Somerville Community Corporation (SCC) created the Social Equity Campaign to ensure that Somerville remains accessible to its diverse and vibrant resident and small business population, as the City is transformed by rapid development. A donation to the SCC Social Equity Campaign through the state's **Community Investment Tax Credit (CITC)** program provides flexible capital to seed new programs, fill funding gaps and leverage other resources. Your CITC investment helps SCC build more affordable housing in Somerville and help residents prepare for and find good jobs.

While supporting SCC's community-led development initiatives, the Community Investment Tax Credit (CITC) provides you with a 50% donation tax credit for contributions that you make each tax year if you contribute at least \$1,000. If a donor does not have sufficient tax liability, the credit is refundable; the Commonwealth will issue a check for the balance of the credit to the donor.

Individuals, corporations and nonprofits can take advantage of the tax credit anywhere in the United States.

Somerville Community Corporation | www.somervillecdc.org

