

**Mississippi Home Corporation  
Housing Tax Credits  
2005 Application  
Instructions for Completing HTC Application**

The 2005 Housing Tax Credit Application has been created for you to submit informations needed by MHC's Tax Credit Division. This computerized version is created for your convenience as well as MHC. Submitting this application on diskette in no way eliminates the requirement that you submit mandatory hard copies of the application and documentation.

**DISCLAIMER: Mississippi Home Corporation does not assume responsibility for any problems incurred in using this spreadsheet or for the accuracy of the calculations. Your application MUST be checked for correctness and completeness PRIOR to submitting the mandatory hard copy to MHC.**

**Software Needed:**

Microsoft Office 97 or Microsoft Office 2000, you will need to use:

- 1 Excel 97 SR-1 or 2000
- 2 Word 97 or 2000

**Getting Started:**

**Step 1: Copy 2005 HTC Application to Hard Drive(C Drive)**

- 1 Insert MHC disk in Drive A.
- 2 Go to your desktop, double click on My Computer.
- 3 Double click on Floppy A Drive icon.
- 4 You would see a file named 2005 QAP Application.xls.
- 5 Right click on the file to highlight it, then hold on your click and drag the file to the location on your hard drive where you would like to put it. Or you can use Copy and Paste to finish this step. This will allow you to keep the files MHC provided as Master documents, also improve the performance of your working on it.

**Step 2: Open the Application**

- 1 Double click on the application icon on your hard disk or open you Excel first and from there open it.
- 2 When opening you might see a warning message displayed concerning macros. Select Enable Macros to ensure that the calculations function properly.
- 3 The first page of the document is "33a", as indicated on the tab at the bottom of your window. The application should have 32 pages totally.
- 4 For a good view of this application, adjust your screen resolution to at least 1024x768(optional).

**Step 3: Understanding Color Scheme and Seeking Help from Application**

- 1 "White" area in application means manual data entry may only be done.
- 2 "Green" area are protected cell and can not be changed by users.
- 3 When you go to a new page, always check the gray out area at the beginning of each page for data entry tips or alerts.
- 4 When you select some particular fields, data entry tips or alerts become visible, these are messages to inform you that there are requirements associated with this field, or just remind you what's the category of the data you are entering.

**Always remember to save your work!**

**Data Entry Format:**

- 1 Dates may be entered using dashes(-), slashes(/), or as text (January 22, 2005), resulting in the data format of 01/22/05.
- 2 Phone Numbers have been preformatted to display as (601)718-4642. There is no need to type any slashes or dashes or parentheses with the numbers.

**When Finished:**

Make sure the consistency between your hard copy and the application on your computer, when you have your final hard copy, save your application to a floppy disk, submit it to MHC.

**Attachment Forms:**

You need to go to our web site to download Application Attachment Forms there. There will be 12 files named 2005 HTC Application Attachment 1 through 10, 12, and 13.

**Support:**

- 1 For technical support concerning the application's content, please contact Katina Pace or Francisco Lara at (601)718-4642.
- 2 For computer support concerning the application's functionality, please contact Bonnie Hankins at (601)718-4612 or Qian Yu at (601)718-4619.