

**MHC HOUSING TAX CREDIT PROGRAM**  
**2011 Application**  
**Instructions for Completing HTC Application**

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The 2011 Housing Tax Credit Application has been created for you to submit information needed by MHC's Tax Credit Division. This computerized version is created for your convenience as well as MHC's. Submitting this application on diskette/CD 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 accuracy and completeness **PRIOR** to submitting the mandatory hard copy to MHC.

**Software Needed:**

1. Microsoft Office 97, Microsoft Office 2000 or 2003, you will need to use

- 1) Excel
- 2) Word

2. Acrobat Reader to read PDF files

Option: For a good view of this application, adjust your screen resolution to at least 1024x768

**Hardware Needed:**

A CD-ROM is needed to read 2011 HTC Application and attachments files.

If you decide to copy your completed application on a recordable CD, a CDRW Drive is needed to write data.

**Working with 2011 HTC Program Package:**

1. Copy Files to your Hard Drive (*generally this is your C drive*)
  - a. Put MHC CD in your CD-ROM (The 2011 Package Contents will automatically open. Close this document by clicking the "x" on the top right hand corner.)
  - b. On your desktop, double click on My Computer
  - c. Right click on the CD-ROM Drive
  - d. Click "Open"
  - e. You should see all of the forms and attachment folders

Instead of copying individual files from the CD to your computer, we suggest you copy these files to your hard drive before starting your work. The copied folders on your hard drive might be "*Read Only*". To check, right click on the folder and click on "Properties". If the "Read Only" box is checked, uncheck it. When a window pops up, choose "Apply changes to this folder, subfolders and files".

2. The application itself is an excel file. While opening the file, you might see a warning message displayed concerning macros (This depends on the security level setting on your Microsoft Excel). Select “Enable Macros” to ensure that the calculations function properly.
3. Understanding Color Scheme and Seeking Help from Application
  - a. “White” areas in application means manual data entry may only be done.
  - b. “Yellow” areas are protected cell and can not be changed by users.
  - c. “Green” areas are cells calculated or resulted from other cells in application.
  - d. The shaded areas at the beginning of every page contains tips or alerts for entering data to that page.
  - e. Tips or alerts will become visible when you select the field. These are messages to inform you of the requirements associated with a particular field.
4. Some pages contain mandatory fields. These are fields that require information to be entered prior to proceeding to the next page.
5. Data Entry Format
  - a. Data Formats on the application are: number, currency, text, date, phone number, zip code.
  - b. Dates may be entered using dashes (-), slashes (/), or as text (January 13, 2011), resulting in the data format of 01/13/11 or Jan 13, 2011
  - c. Phone numbers have been preformatted to display as (601)718-4642. There is no need to type any slashes or parentheses with the numbers.

**PLEASE NOTE: If you do not have applicable data for a field, leave it blank. Do not enter “N/A”. This might cause calculation errors.**

6. Attachment Files
  - a. Most attachment files require data entry. However, please note that some documents are “read only”.

**Support:**

1. For technical support concerning the application’s content, please contact the Tax Credit Division at (601) 718-4642.
2. For computer support concerning the application’s functionality, please contact Qian Yu at (601) 718-4619.