

**Mississippi Home Corporation**  
**Housing Tax Credits 2009 Application**  
**Instructions for Completing HTC Application**

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The 2009 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 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 2009 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 2009 HTC Program Package:**

1. Copy Files to your Hard Drive (General it is your C Drive)
  - a. Put MHC CD in your CD-ROM (The 2009 Package Contents will automatically open. Close this document by clicking the "x" on the top right hand corner.)
  - b. On you 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 this, right click on the folder, on the pop up menu click on the "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” area in application means manual data entry may only be done
  - b. “Yellow” area are protected cell and can not be changed by users
  - c. “Green” area are cells calculated or resulted from other cells in application
  - d. The shaded area at the beginning of every page contains tips or alerts for entering data to that page
  - e. On some page, tips or alerts will become visible when you select the field, 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
4. There are pages that contain mandatory fields that you must enter related information, you can’t leave the page until the fields are completed. And for developments that have more than 50 buildings, you will use page A24 (supplement) to add additional buildings information.
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 10, 2007), resulting in the data format of 01/10/07 or Jan 10, 2007.
  - 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.

**Attention: If you do not have data for a field, leave it blank, do not put “N/A” in it. This might cause error on calculations.**

6. Attachment Files
  - a. Attachment files in PDF format are read only.
  - b. Attachment files in Microsoft Word or Excel format need input.

**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.