



## **Tax Credit Program Compliance Reporting**

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Sites are required to submit property compliance data to their housing finance agencies. These agencies monitor developments that receive tax credits for compliance with IRS guidelines. Each housing finance agency has a different set of requirements on how sites should submit data, what data needs to be submitted, and how often this data should be submitted.

### **Method of Property Compliance Data Submission**

Each housing finance agency has its own system for collecting property compliance data. While some states still require data to be submitted as an Excel<sup>®</sup> report and sent by e-mail, mailed in on a disk, or mailed in as a paper/hard copy, many states are turning to online reporting systems. Sites are able to enter data in real time through a web interface and have the information automatically reviewed and tested for compliance with program regulations by their housing finance agencies.

### **Type of Data Submitted**

Housing finance agencies require sites to submit detailed information on a building-by-building basis for each unit in the development. Each state requires different information and formatting. Housing finance agencies that have online compliance reporting systems require additional income, asset, and household information for each certification, along with every event that occurs on the site such as a move-in, unit transfer, and move-out. Some general items that are required by most states are:

- Contact information for management team
- Programs that properties participate in
- Program requirements
- Household tenant income certification information for each tax credits household

### **Frequency of Data Submission**

Data is required to be submitted to the housing finance agencies at different times during the year depending on each state and what programs each site has. Housing finance agencies require this data to be submitted on a monthly, annually, quarterly, or ongoing basis. The states that have turned to online systems require this data be kept current as events happen on the site.

Reporting accurate program compliance data to housing finance agencies is a huge task each property must undergo, but it must be done to avoid losing tax credits. Educating staff on the reporting requirements for your state can help reduce errors and the amount of time spent generating these reports.