



Madison Park Development Corporation

Guide for Community Investment Tax Credit (CITC) Eligible Donors

Thank you for being a CITC-level donor to MPDC! Please refer to this guide for directions on how to file for your CITC credits.

There are three steps to filing:

1. Your donation of \$1000 or more is received by MPDC.
2. You receive a donation acknowledgment letter from MPDC.
3. You file for your CITC 50% state tax rebate:

For First-Time CITC Donors to MPDC:

- Contact **Cheprene Browne** in MPDC's Finance Department at cbrowne@madison-park.org/617-849-6229 to acquire your **USER ID AND PASSWORD**. You will then be able to go to the link below and use your log-in information to access the online form.
- **Link for the DHCD login page:** <https://hed-citc.azurewebsites.net/login.aspx>

For Returning CITC Donors:

- You can use your log-in information from last year. If you've misplaced your log-in information, please contact cbrowne@madison-park.org/617-849-6229
- If you've forgotten your password, please contact DHCD directly (MPDC can provide your ID but not your password): Kathryn.Mcnelis@state.ma.us
- After you log in successfully, you will be able to complete your part of the online filing, after which Madison Park will fill out Part 2 and submit the online form to DHCD.
- ***NOTE: If you have made CITC donations to CDCs other than MPDC, you are able to use the same ID and password to file your MPDC donation.**

Please do not hesitate to contact **Cheprene Browne** at cbrowne@madison-park.org or **617.541.6229** with any CITC-related questions.

Thank you for your generous gift to MPDC!