



Harborlight Community Partners

Providing Homes & Community Support



Step by Step:

Your CITC Donation and Receiving your 50% Credit (or refund):

1. You make a contribution (minimum \$1,000) to Harborlight Community Partners (be sure to indicate "CITC"). This may be made via our [secure on-line system](#), by check (mailed to HCP, CITC Program, P.O. Box 507, Beverly MA 01915) or by phone (credit card).
2. HCP will send you an acknowledgement & instructions, including this link <http://hed-citc.azurewebsites.net/login.aspx> to the on-line CITC portal (sponsored by the Department of Housing & Community Development, or DHCD). For first time CITC donors, we will send your acknowledgement / instructions along with a username and temporary password.
3. Following our instructions, you fill out PART I and save the on-line Form CITC. For first time donors, expect this to take about 15 minutes. For repeat CITC donors, about five minutes.
4. HCP will be notified automatically when you have completed Part I. We then complete our section, PART II, and submit the information to DHCD for certification.
5. Within four-six weeks, DHCD will send to you directly, **via regular mail**, your CITC Tax Credit Certificate & Number.
6. When you file your Massachusetts state taxes, you will provide your CITC Number on Schedule CMS, Refundable Credits. Your 50% tax credit will be subtracted from your tax liability or added to your refund.

Federal Tax Benefit

For taxpayers who will itemize on the federal taxes, you may include your contribution among your itemized charitable donations, which further increases your return on your investment. Please consult your tax advisor with regard to your unique situation.

If you have questions regarding the CITC program, please contact Bethany at bblake@harborlightcp.org or 978-922-1305 x 212