

**Directions to:  
Sherwood Village  
143 & 145 Mill Street  
Natick, MA  
(508) 651-1811**

Mass. Pike East/West to Exit 13, Natick.

Once through tolls, take the Rte. 30 Natick exit, (bear left at fork).

Follow exit to set of lights, take right onto Speen Street. (You will see the Naked Fish Restaurant diagonally across from you).

Follow Speen Street to the 3<sup>rd</sup> set of lights and bear right onto Hartford Street.

Follow Hartford Street approximately ½ mile to set of lights, take a left at lights onto Mill Street. (St. Linus Church will be on the right at the lights).

Sherwood Village is 143 and 145 Mill Street, which will be on your left. Parking lots are located in the back of each building. The Management office is in the West Building which is located to the left of the property.

For more training information, visit our website at:

[www.neahm.org](http://www.neahm.org)

Phone: 781-380-4344

Fax: 781-380-4842

[julie.kelliher@neahma.org](mailto:julie.kelliher@neahma.org)



NEAHMA  
400 Washington Street, Suite 210  
Braintree, MA 02184

**Save the Dates!**  
Certified Professional of Occupancy (CPO),  
—March 16, 17, 18, 2010  
SHCM 1 1/2 Day Prep Course/SHCM Exam,  
Boston, MA—March 23, 24, 2010

neahma  
NEW ENGLAND  
AFFORDABLE HOUSING  
MANAGEMENT ASSOCIATION

**Calculating Gross Income  
for Tax Credit Sites**

**Sherwood Village  
143 & 145 Mill Street  
Natick, MA  
(508) 651-1811**

**March 11, 2010**

**Presenter:  
Debbie Piltch, Piltch Associates**

[www.neahma.org](http://www.neahma.org)

## Program Overview

### Calculating Gross Income For Tax Credit Sites

This is an important workshop for anyone who manages a tax credit site or who is responsible for the calculation of gross income at move-in or recertification at a tax credit site.

The focus of this training will be on the LIHTC requirement to maximize anticipated income and what that means when you are calculating gross income. Emphasis will be placed on the importance of the 4350.3 REV-1, documentation, and making sure that there are no inconsistencies in your verifications. Significant time will be spent on how to read employment verifications, pay stubs, and work number verifications. Case studies will be used and participants will be required to calculate earned and unearned income.

Additional topics will include how you calculate an overpayment for Social Security, what do you do when someone declares they have no income, and child support.

Examples will be provided throughout the training on how calculating gross income for tax credit sites is different than calculating gross income for the purpose of a Section 8 rent calculation.

This workshop is a great "refresher" for a seasoned LIHTC management staff as well as a NEAHMA recommended prep course for the SHCM exam.

**Attendees must bring a  
calculator.**

NEAHMA would like to thank  
Cornerstone Corporation and the  
Staff at Sherwood Village.

## Agenda

### Registration

**8:30 am - 9:00 am**

(Continental breakfast included)

### Morning Presentation

**9:00 am - 12:00 pm**

### Lunch

(Included)

**12:00 pm –12:30 pm**

### Afternoon Presentation

**1:00 pm - 3:30 pm**

Registration Info or Questions?

Call NEAHMA 781-380-4344

Participants who attend the full 6 hours of  
this workshop will earn 6 CEU's.

## REGISTRATION FORM

Fax In Registration (781) 380-4842

Registration Deadline: March 5, 2010

MA Calculating Gross Income for Tax Credit Sites

Thursday, March 11, 2010

Please complete a separate form for each registrant and fax registration. Mail a hard copy along with your payment to: NEAHMA, 400 Washington Street, Suite 210, Braintree, MA 02184

Online payment option available at [www.neahma.org](http://www.neahma.org)

### Registration Fees:

\_\_\_\_\_ Member \$269 \_\_\_\_\_ Non Member \$339

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Management Co: \_\_\_\_\_

Property Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Cancellation Policy:**

There is a \$50 administrative fee for cancellation 15 working days prior to the course. After this date, fees are *non-refundable*. A substitute may be sent in the place of the registrant. Class space is limited; therefore your registration must be accompanied by full payment in order to confirm your space for this course.

### **Outstanding Collection Policy:**

Payment for trainings and workshops are payable upon receipt. Registrants with outstanding balances that exceed 90 days will be suspended from attending future trainings and workshops until payment is received in full.

This organization complies with the Title III of the Americans with Disabilities Act (ADA). The site is accessible for individuals with disabilities and if a registrant requires special accommodations please contact the NEAHMA office at least ten days prior to the date of the course.