

**Directions to:
Seabury Heights
240 Belmont Street
Worcester, MA 01604**

Take I-90 W/Worcester.

Take exit 11 which is 495 N/S.

After the toll, follow 495 N to 2nd exit which is Rte. 9 W/Worcester.

Follow Rte 9 all the way to the property.

Once you get onto Rte 9 W/Worcester, it's approximately 15-20 minutes out with no turns until you get to Seabury Heights.

Turn left into the property.

All the paces at the front of the entrance are visitor spaces.

If there are no spaces available, there are additional visitor spaces after the second building.



NEAHMA
400 Washington Street, Suite 210
Braintree, MA 02184

neahma
NEW ENGLAND
AFFORDABLE HOUSING
MANAGEMENT ASSOCIATION

**Calculating Gross Income
for Tax Credit Sites**

**Seabury Heights
240 Belmont Street
Worcester, MA 01604**

June 7, 2011

**Presenter:
Debbie Piltch, Piltch Associates**

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
Federal Management and the
Staff at Seabury Heights for
hosting this training.

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

12:30 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: June 3, 2011

MA Calculating Gross Income for Tax Credit Sites

June 7, 2011

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

Registration Fees:

_____ Member \$279 _____ Non Member \$349

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.