

Homeless Contribution Tax Credit (HCTC):

The Gathering Place (TGP) is designated as a Homeless Contribution Tax Credit (HCTC) organization. This designation makes it possible for TGP to offer its donors a 25% Colorado state income tax credit on qualifying cash contributions of \$250 or more. The HCTC was formerly offered through the Enterprise Zone (EZ).

Tax Credits should be submitted within 2 weeks of making the donation. Donations made through Donor Advised Funds (DAF's) are not eligible for this tax credit.

This credit requires the **last four digits of the donor's social security number**. In order to protect this information, we ask that donors fill out their own request form through the Department of Local Affairs (DOLA)'s donor portal. The following instructions will allow you to submit your information, which will then be verified by TGP before you receive your HCTC tax credit certificate.

1. To begin, click this link or copy/paste it into your internet browser:
<https://dolagrants2022.my.site.com/dolahctc/s/hctc-contributions>
2. Once you've reviewed the statements, click the acknowledgement checkbox, then the "Continue" button.
3. The next page has links to a formatting/style guide. Please feel free to read/watch these if you'd like. When done, click "Next".
4. In the textbox, search for "**The Gathering Place**". Once you've selected our name, click "Next".
5. Then select from the "Available Projects". TGP only has one: **Project-00026**. Select that Project and then click "Next".
6. Select either Individual or Business
 - a. Even if you file your tax returns jointly, the HCTC can only be filled out for ONE person, so you'll select "Individual Household".
 - b. Once you've made your selection, click "Next".
7. Select SSN and then enter your name and taxpayer ID (full social security number) information in the appropriate fields. Click "Next". *[Both the attachment and the [Colorado DOLA website at this link](#) provide more information on the law's requirement of a full SSN.]*
8. Enter your address in the appropriate fields.
 - a. If you have more than one address, please use the address you will use for your tax filings/documents.
 - b. **IMPORTANT:** Please make sure to enter an email address, even though it isn't required. This will ensure that your HCTC certificate is emailed directly to you, rather than sent via the postal mail.
 - c. When done, click "Next".
9. Click "Cash" for the contribution type, even if your donation was made via credit card or check.
 - a. **Enter the exact contribution amount and date**
 - b. You do not need to upload any documentation unless your donation is \$5,000 or more.
 - c. Enter your full name in the field for "Submitted By Name"
 - d. When complete, click "Next".
10. The next screen will be a summary of all of the information you've entered. **Please review this carefully and ensure everything is correct.**
 - a. Once you click the "Next" button, it will finalize and submit your contribution for evaluation.
 - b. After this, TGP will NOT be able to make any edits on your behalf (with the exception of donation amount/date).
 - c. Click "Next" to finalize and submit your contribution.

Once your contribution is submitted, TGP will certify your donation. Please allow approximately one week for approval. Then, your certificate will be emailed to you. Thank you again for your support!

For any questions, please contact Andrea@tgpdenver.org.