



## COLORADO HOMELESS CONTRIBUTION INCOME TAX CREDIT

The Colorado Homeless Contribution Income Tax Credit (HCTC) aims to encourage taxpayers to make contributions to approved nonprofit organizations, like Family Tree, to support providing appropriate housing and services to assist individuals and families experiencing homelessness. **Monetary gifts of \$100 or more** are eligible for the HCTC.

To learn more about the HCTC, please go to [this link](#).

Once you are ready to submit your contribution for approval, please use this link: [HCTC Link](#).

### **The following is a step-by-step guide on how to complete the form:**

1. Once you click on the link, this will bring you to a page describing the software database utilized in order to submit your contribution. Please read, acknowledge that you agree, and hit **“Continue”**.
  2. The next page provides a video and a guide on how to complete the contribution form. You may or may not choose to view these. Then, hit the **“Next”** button.
  3. This is the Non-Profit Selection page where you will type in “Family Tree, Inc.”, then select **“Next”**.
  4. You will see “Project-00050 Family Tree Homelessness Program & Residential Programs”, click in the circle on the left, and hit **“Next”**.
  5. Select whether you will be filing as an Individual or Business, then choose **“Next”**.
  6. Enter the Taxpayer ID Type and ID #. Enter your name exactly as it appears on your tax return. You may only use one taxpayer name per contribution, and hit **“Next”**.
  7. Enter your address, email address and phone number, then select **“Next”**.
  8. Select the contribution type, Cash or In-kind, and enter the amount and date of the contribution.\* Enter the name of the person submitting the form and select **“Next”**.  
For monetary donations, you are **only required to include documentation for donations over \$5,000**.
- \*Please note that there is a minimum requirement for In-kind donations. In-kind donations are required to be valued at over \$5000 on the contribution date according to independent third-party valuation.
9. On the final page, confirm that everything is entered correctly, then select **“Submit”**.

If you need assistance, please contact Cindy Gillings (303) 403-5891 or Katherine Lawson (303) 403-5883.

Please note, donations made through organizations such as Mile High United Way or Colorado Gives are currently not eligible for HCTC.