VHDA Annual Tax Credit Monitoring Fee Payment Instructions

To ensure that the annual monitoring fee is applied to the appropriate account(s), all payments submitted (ACH, Wire, Check, etc.) for each project must include the property’s VHDA number as a reference.

**One Payment for Multiple Projects**
If one payment (ACH, Wire, Check, etc.) is submitted for multiple properties, a supplemental breakdown must be emailed to VHDA (see the attached example).

The supplemental attachment must include the following information for each paying property:
1. VHDA number
2. Property name
3. Amount Paid
4. Total payment amount paid for all properties

**ACH/Wire Payment Instructions**
Please make ACH/Wire payments to:
VHDA Depository Account
SunTrust Bank, NA
Account #: 1000179378210
ABA #: 061000104
Description: VHDA # / Property Name / Tax Credit Monitoring Fee

**Check Payment Instructions**
Please send check payments to:
VHDA
Attn: Compliance & Asset Management Department
P.O. Box 4630
Richmond, VA  23220
Description: VHDA # / Property Name / Tax Credit Monitoring Fee

**Late or Missing Payments**
Any outstanding monitoring fees not received by the due date will be subject to an additional late fee penalty equal to the greater of $100 or 10% of the total monitoring fee.

**Questions**
If you have any questions, please send an email to Compliance-AssetManagement@vhda.com. The subject line of the email must include Tax Credit Monitoring Process. Also, include the VHDA number and the Property Name in the body of the email.
## ANNUAL TAX CREDIT MONITORING FEE
### MULTIPLE PAYMENTS LOG SHEET

**Management Company Name**: Jefferson Management  
**Person Completing Form**: Betsy Ross  
**Email Address**: bross@jeffersonmgt.com  
**Phone Number**: (757) 225-3400

<table>
<thead>
<tr>
<th>Payment Date</th>
<th>Total Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/2/2020</td>
<td>$9,415.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Reference #</th>
<th>Amount</th>
<th>VHDA #</th>
<th>Property Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/2/2020</td>
<td>294591</td>
<td>$5,040.00</td>
<td>9999</td>
<td>Best Property</td>
</tr>
<tr>
<td>2/2/2020</td>
<td>264562</td>
<td>$910.00</td>
<td>5646</td>
<td>Monticello Ave</td>
</tr>
<tr>
<td>2/2/2020</td>
<td>264593</td>
<td>$1,715.00</td>
<td>6451</td>
<td>Thomas Town Villas</td>
</tr>
<tr>
<td>2/2/2020</td>
<td>CK# 44501</td>
<td>$840.00</td>
<td>8754</td>
<td>Madison</td>
</tr>
<tr>
<td>2/2/2020</td>
<td>CK# 44502</td>
<td>$910.00</td>
<td>5695</td>
<td>Martha Washington Way</td>
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</tbody>
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