

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

Payment Date	Total Payment
2/2/2020	\$9,415.00

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