



NEW HAMPSHIRE  
HOUSING

# Homebuyer Tax Credit Program Lender Training

[NHHFA.org](http://NHHFA.org)



### Overview

This training will provide an overview of New Hampshire Housing's Homebuyer Tax Credit Program (HBTC).

 [NHHFA.org/lenders](https://www.nhhfa.org/lenders)



### What We Will Cover

- New Hampshire Housing's mission
- About the HBTC
- Benefits of the program
- Qualifying for the program
- Forms
- Reissuance
- Reservation and Submission
- Questions



- To promote, finance, and support affordable housing and related services for the people of New Hampshire.
- Established by statute in 1981 as a self-sustaining public corporation, New Hampshire Housing receives no operating funds from the state government
- We offer safe, fixed rate mortgages; rental assistance for low-income families and individuals; and financing for the development of quality, affordable rental housing.

- **Home *Flex*** - Government Insured Loans
- **Home *Preferred*** - Conventional Loans (Fannie Mae)
  - For first-time homebuyers and current homeowners
- **Home *Start* Homebuyer Tax Credit** – Mortgage Credit Certificate



 [NHHFA.org/lenders](http://NHHFA.org/lenders)

- The HBTC is a Mortgage Credit Certificate (MCC)
- It is a Federal Tax Subsidy
- Can be claimed each year, provided:
  - primary residence; and
  - pay mortgage interest
- Provides up to \$2,000 in a federal tax credit
- Must be issued at time of purchase
- Lenders may use HBTC savings as a boost in eligible borrower's income



## Homebuyer Tax Credit

### Eligible Borrower

- Must be a first-time homebuyer or purchasing a home in a [targeted area](#).
- Must be the borrower's principal residence.
- Income must be at or below the MCC income limit.

### Eligible Property

- Must be a single-unit property.
- Purchase price must be at or below the MCC Purchase Price Limits.

### Eligible Mortgage

- Must be a fixed-rate fully amortizing mortgage or an eligible adjustable rate mortgage

### Eligible Usability

- Must have a tax liability



# Qualifying for the HBTC

## HOMEOWNERSHIP

### Home *Start* Homebuyer Tax Credit Program Limits

Effective – 6/01/19

County/City/Town	INCOME LIMITS (Household Size)		PURCHASE PRICE LIMITS 1-Unit
	1-2	3+	
<b><u>Belknap</u></b>			
<b>Laconia</b>	\$110,500	\$128,900	\$345,000
All other communities	\$ 92,100	\$105,900	\$280,000
<b><u>Carroll</u></b>			
All Communities	\$ 92,100	\$105,900	\$280,000
<b><u>Cheshire</u></b>			
All Communities	\$ 92,100	\$105,900	\$280,000
<b><u>Coos</u></b>			
<b>Berlin, Lancaster, Whitefield</b>	\$110,500	\$128,900	\$345,000
All other Communities	\$ 92,100	\$105,900	\$280,000
<b><u>Grafton</u></b>			
<b>Littleton</b>	\$110,500	\$128,900	\$345,000
All other Communities	\$ 92,100	\$105,900	\$280,000
<b><u>Hillsborough</u></b>			
<b>Goffstown, Manchester</b>	\$110,500	\$128,900	\$354,000
All other Communities	\$ 92,100	\$105,900	\$289,000

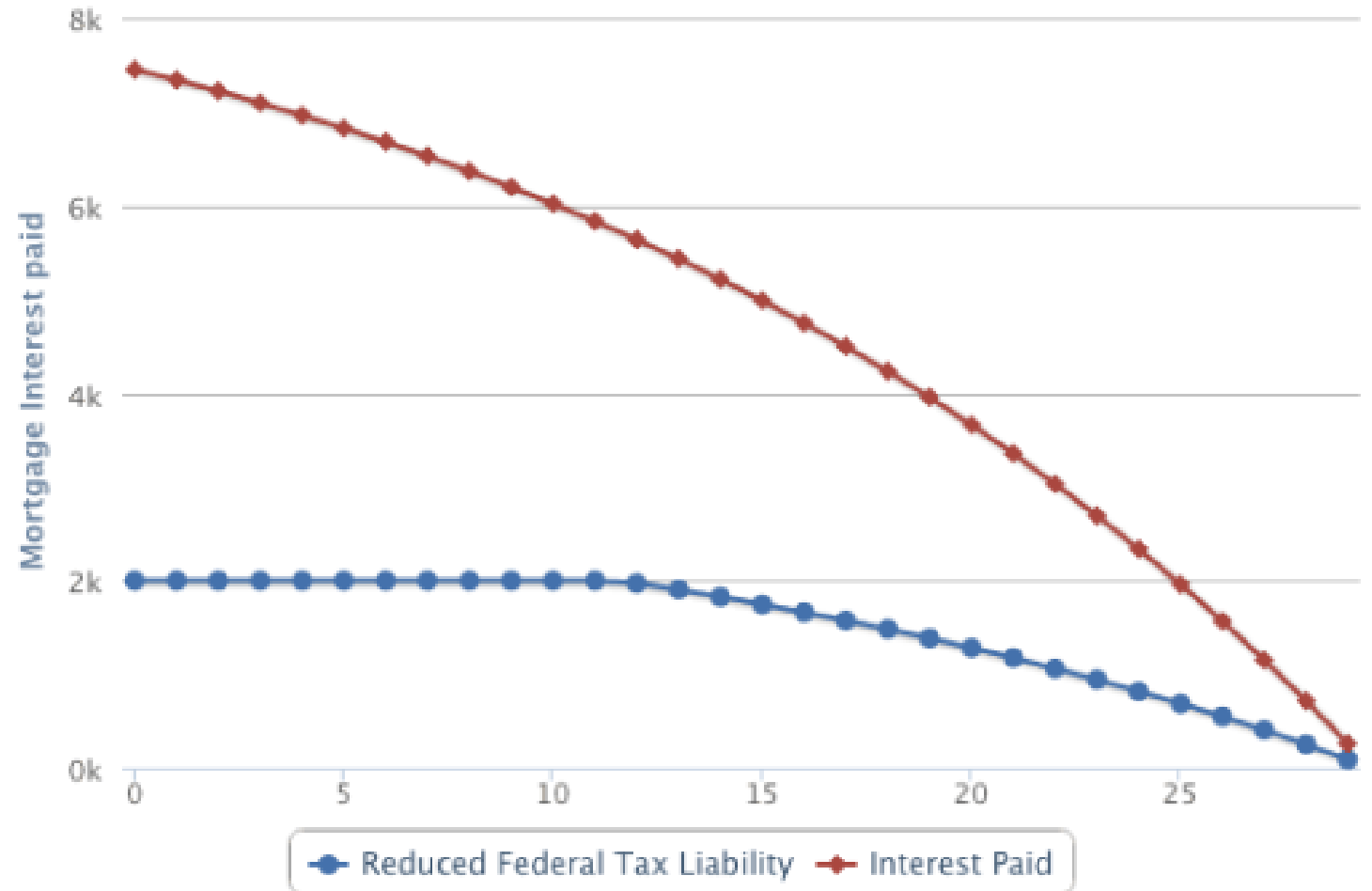
County/City/Town	INCOME LIMITS (Household Size)		PURCHASE PRICE LIMITS 1-Unit
	1-2	3+	
<b><u>Merrimack</u></b>			
<b>Concord, Pittsfield</b>	\$110,500	\$128,900	\$345,000
All other Communities	\$ 92,100	\$105,900	\$280,000
<b><u>Rockingham</u></b>			
<b>Newmarket, Portsmouth</b>	\$110,500	\$128,900	\$450,000
All other Communities	\$ 92,100	\$105,900	\$370,000
<b><u>Strafford</u></b>			
<b>Dover, Rochester, Somersworth</b>	\$110,500	\$128,900	\$450,000
All other Communities	\$ 92,100	\$105,900	\$370,000
<b><u>Sullivan</u></b>			
<b>Claremont</b>	\$110,500	\$128,900	\$345,000
All other Communities	\$ 92,100	\$105,900	\$280,000

PLEASE NOTE:

Targeted Communities, in **bold**: first-time home buyer requirement does not apply.



### Borrower's Potential Reduced Tax Liability Over Time





Mortgage amount **\$150,000**  
x loan interest **x 5%**  
= annual mortgage interest paid **\$7,450**

Annual Mortgage Interest paid **\$7,450**  
x annual tax credit **x 35%**  
= annual mortgage interest paid ~~**\$2,607**~~

- **\$2,000** is max credit
- Borrower can boost their take home pay by **\$167 per month**



## Form 1040 U.S. Individual Income Tax

Filing status:  Single  Married filing jointly

Your first name and initial

**Happy**  
Your standard deduction:  Someone can claim you as a

If joint return, spouse's first name and initial

Spouse standard deduction:  Someone can claim your spouse

Spouse is blind  Spouse itemizes on a separate

Home address (number and street). If you have a P.O. box, se

**123 Main Street, Anytown, NH 03000**

City, town or post office, state, and ZIP code. If you have a for

**Dependents** (see instructions):

(f) First name Last name

**Sign Here**  
Under penalties of perjury, I declare that I have examined this return, and the information reported on it is true and correct. Declaration of preparer (other than the taxpayer) is based on all information provided to the preparer by the taxpayer and is not subject to audit by the IRS.

Joint return? See instructions. Keep a copy for your records.

Your signature

Spouse's signature. If a joint return, both

Preparer's name Prep.

Firm's name

Firm's address

For Disclosure, Privacy Act, and Paperwork Reduction Act

Form 1040 (2018)

Page **2**

<b>1</b>	Wages, salaries, tips, etc. Attach Form(s) W-2	<b>1</b>	<b>65,000</b>
<b>2a</b>	Tax-exempt interest	<b>2a</b>	
<b>2b</b>	Taxable interest	<b>2b</b>	
<b>3a</b>	Qualified dividends	<b>3a</b>	
<b>3b</b>	Ordinary dividends	<b>3b</b>	
<b>4a</b>	IRAs, pensions, and annuities	<b>4a</b>	
<b>4b</b>	Taxable amount	<b>4b</b>	
<b>5a</b>	Social security benefits	<b>5a</b>	
<b>5b</b>	Taxable amount	<b>5b</b>	
<b>6</b>	Total income. Add lines 1 through 5. Add any amount from Schedule 1, line 22	<b>6</b>	<b>65,000</b>
<b>7</b>	Adjusted gross income. If you have no adjustments to income, enter the amount from line 6; otherwise, subtract Schedule 1, line 36, from line 6	<b>7</b>	
<b>8</b>	<b>Standard deduction or itemized deductions</b> (from Schedule A)	<b>8</b>	<b>(\$12,000)</b>
<b>9</b>	Qualified business income deduction (see instructions)	<b>9</b>	
<b>10</b>	Taxable income. Subtract lines 8 and 9 from line 7. If zero or less, enter -0-	<b>10</b>	<b>\$53,000</b>
<b>11</b>	<b>a</b> Tax (see inst.) <b>\$7,605</b> (check if any from: <b>1</b> <input type="checkbox"/> Form(s) 8814 <b>2</b> <input type="checkbox"/> Form 4972 <b>3</b> <input type="checkbox"/> ) <b>b</b> Add any amount from Schedule 2 and check here <input type="checkbox"/>	<b>11</b>	<b>\$7,605</b>
<b>12</b>	<b>a</b> Child tax credit/credit for other dependents <input type="checkbox"/> <b>b</b> Add any amount from Schedule 3 and check here <input checked="" type="checkbox"/>	<b>12</b>	<b>(\$2,000)</b>
<b>13</b>	Subtract line 12 from line 11. If zero or less, enter -0-	<b>13</b>	<b>\$5,605</b>
<b>14</b>	Other taxes. Attach Schedule 4	<b>14</b>	
<b>15</b>	Total tax. Add lines 13 and 14	<b>15</b>	<b>\$5,605</b>
<b>16</b>	Federal income tax withheld from Forms W-2 and 1099	<b>16</b>	<b>\$8,000</b>
<b>17</b>	Refundable credits: <b>a</b> EIC (see inst.) <input type="checkbox"/> <b>b</b> Sch. 8812 <input type="checkbox"/> <b>c</b> Form 8863 <input type="checkbox"/> <b>Add</b> any amount from Schedule 5	<b>17</b>	
<b>18</b>	Add lines 16 and 17. These are your total payments	<b>18</b>	<b>\$8,000</b>
<b>19</b>	If line 18 is more than line 15, subtract line 15 from line 18. This is the amount you <b>overpaid</b>	<b>19</b>	<b>\$2,395</b>
<b>20a</b>	Amount of line 19 you want <b>refunded to you</b> . If Form 8888 is attached, check here <input type="checkbox"/>	<b>20a</b>	<b>\$2,395</b>
<b>b</b>	Routing number	<b>c</b> Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
<b>d</b>	Account number		
<b>21</b>	Amount of line 19 you want <b>applied to your 2019 estimated tax</b>	<b>21</b>	
<b>Amount You Owe</b>	<b>22</b> <b>Amount you owe</b> . Subtract line 18 from line 15. For details on how to pay, see instructions	<b>22</b>	
<b>23</b>	Estimated tax penalty (see instructions)	<b>23</b>	

**Standard Deduction for –**

- Single or married filing separately, \$12,000
- Married filing jointly or Qualifying widow(er), \$24,000
- Head of household, \$18,000
- If you checked any box under Standard deduction, see instructions.

### Refund

Direct deposit? See instructions.



Form <b>8396</b>  Department of the Treasury Internal Revenue Service (99)	<b>Mortgage Interest Credit</b> (For Holders of Qualified Mortgage Credit Certificates Issued by State or Local Governmental Units or Agencies) ▶ Go to <a href="http://www.irs.gov/Form8396">www.irs.gov/Form8396</a> for the latest information. ▶ Attach to Form 1040 or 1040NR.	OMB No. 1545-0074 <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2018</div> Attachment Sequence No. <b>138</b>
Name(s) shown on your tax return <b>Happy Homeowner</b>		Your social security number <b>123456789</b>
Enter the address of your main home to which the qualified mortgage certificate relates if it is different from the address shown on your tax return. <b>123 Main Street</b>		
Name of Issuer of Mortgage Credit Certificate <b>New Hampshire Housing</b>	Mortgage Credit Certificate Number <b>MCC#1234</b>	Issue Date <b>01/01/2018</b>
Before you begin Part I, figure the amounts of any of the following credits you are claiming: Credit for the elderly or the disabled, alternative motor vehicle credit, and qualified plug-in electric drive motor vehicle credit.		
<b>Part I Current Year Mortgage Interest Credit</b>		
1 Interest paid on the certified indebtedness amount. If someone else (other than your spouse if filing jointly) also held an interest in the home, enter only your share of the interest paid . . . .	<b>1</b>	<b>\$7,450</b>
2 Enter the certificate credit rate shown on your <b>mortgage credit certificate</b> . Do not enter the interest rate on your home mortgage . . . . .	<b>2</b>	<b>40 %</b>
3 If line 2 is 20% or less, multiply line 1 by line 2. If line 2 is more than 20%, or you refinanced your mortgage and received a reissued certificate, see the instructions for the amount to enter. <b>You must reduce your deduction for home mortgage interest on Schedule A (Form 1040) by the amount on line 3.</b>	<b>3</b>	<b>\$2,980</b>
4 Enter any 2015 credit carryforward from line 16 of your 2017 Form 8396 . . . . .	<b>4</b>	<b>0</b>
5 Enter any 2016 credit carryforward from line 14 of your 2017 Form 8396 . . . . .	<b>5</b>	<b>0</b>

Form <b>8396</b>  Department of the Treasury Internal Revenue Service (99)	<b>Mortgage Interest Credit</b> (For Holders of Qualified Mortgage Credit Certificates Issued by State or Local Governmental Units or Agencies) ▶ Go to <a href="http://www.irs.gov/Form8396">www.irs.gov/Form8396</a> for the latest information. ▶ Attach to Form 1040 or 1040NR.	OMB No. 1545-0074 <div style="font-size: 2em; font-weight: bold; margin: 5px 0;">2018</div> Attachment Sequence No. <b>138</b>
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Enter the address of your main home to which the qualified mortgage certificate relates if it is different from the address shown on your tax return. <b>123 Main Street</b>		
Name of Issuer of Mortgage Credit Certificate <b>New Hampshire Housing</b>	Mortgage Credit Certificate Number <b>MCC#1234</b>	Issue Date <b>01/01/2018</b>
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<b>Part I Current Year Mortgage Interest Credit</b>		
1 Interest paid on the certified indebtedness amount. If someone else (other than your spouse if filing jointly) also held an interest in the home, enter only your share of the interest paid . . . .	<b>1</b>	<b>\$7,450</b>
2 Enter the certificate credit rate shown on your <b>mortgage credit certificate</b> . Do not enter the interest rate on your home mortgage . . . . .	<b>2</b>	<b>40 %</b>
3 If line 2 is 20% or less, multiply line 1 by line 2. If line 2 is more than 20%, or you refinanced your mortgage and received a reissued certificate, see the instructions for the amount to enter. <b>You must reduce your deduction for home mortgage interest on Schedule A (Form 1040) by the amount on line 3.</b>	<b>3</b>	<b>\$2,980</b>
4 Enter any 2015 credit carryforward from line 16 of your 2017 Form 8396 . . . . .	<b>4</b>	<b>0</b>
5 Enter any 2016 credit carryforward from line 14 of your 2017 Form 8396 . . . . .	<b>5</b>	<b>0</b>
6 Enter any 2017 credit carryforward from line 17 of your 2017 Form 8396 . . . . .	<b>6</b>	<b>0</b>
7 Add lines 3 through 6 . . . . .	<b>7</b>	<b>\$2,980</b>
8 Limitation based on tax liability. Enter the amount from the Credit Limit Worksheet (see instructions) . . . . .	<b>8</b>	<b>\$2,000</b>
9 <b>Current year mortgage interest credit.</b> Enter the <b>smaller</b> of line 7 or line 8. Also include this amount in the total on Schedule 3 (Form 1040), line 54, or Form 1040NR, line 51. Check box <b>c</b> on that line and enter "8396" in the space next to that box . . . . .	<b>9</b>	<b>\$2,000</b>
<b>Part II Mortgage Interest Credit Carryforward to 2019.</b> (Complete <b>only</b> if line 9 is less than line 7.)		
10 Add lines 3 and 4 . . . . .	<b>10</b>	<b>\$2,980</b>
11 Enter the amount from line 7 . . . . .	<b>11</b>	<b>\$2,980</b>
12 Enter the <b>larger</b> of line 9 or line 10. . . . .	<b>12</b>	<b>\$2,890</b>
13 Subtract line 12 from line 11. . . . .	<b>13</b>	<b>0</b>
14 <b>2017 credit carryforward to 2019.</b> Enter the <b>smaller</b> of line 6 or line 13 . . . . .	<b>14</b>	<b>0</b>
15 Subtract line 14 from line 13. . . . .	<b>15</b>	<b>0</b>
16 <b>2016 credit carryforward to 2019.</b> Enter the <b>smaller</b> of line 5 or line 15 . . . . .	<b>16</b>	<b>0</b>
17 <b>2018 credit carryforward to 2019.</b> Subtract line 9 from line 3. If zero or less, enter -0- . . . .	<b>17</b>	<b>\$980</b>



# How it Works

## HOMEOWNERSHIP

6	Enter any 2017 credit carryforward from line 17 of your 2017 Form 8396 . . . . .	6	0
7	Add lines 3 through 6 . . . . .	7	\$2,980
8	Limitation based on tax liability. Enter the amount from the Credit Limit Worksheet (see instructions) . . . . .	8	\$2,000
9	<b>Current year mortgage interest credit.</b> Enter the <b>smaller</b> of line 7 or line 8. Also include this amount in the total on Schedule 3 (Form 1040), line 54, or Form 1040NR, line 51. Check box <b>c</b> on that line and enter "8396" in the space next to that box . . . . .	9	\$2,000
<b>Part II Mortgage Interest Credit Carryforward to 2019.</b> (Complete <b>only</b> if line 9 is less than line 7.)			
10	Add lines 3 and 4 . . . . .	10	\$2,980
11	Enter the amount from line 7. . . . .	11	\$2,980
12	Enter the <b>larger</b> of line 9 or line 10. . . . .	12	\$2,890
13	Subtract line 12 from line 11. . . . .	13	0
14	<b>2017 credit carryforward to 2019.</b> Enter the <b>smaller</b> of line 6 or line 13 . . . . .	14	0
15	Subtract line 14 from line 13. . . . .	15	0
16	<b>2016 credit carryforward to 2019.</b> Enter the <b>smaller</b> of line 5 or line 15 . . . . .	16	0
17	<b>2018 credit carryforward to 2019.</b> Subtract line 9 from line 3. If zero or less, enter -0- . . . . .	17	\$980

For Paperwork Reduction Act Notice, see your tax return instructions. Cat. No. 62502X Form **8396** (2018)

Form **8396** **Mortgage Interest Credit** OMB No. 1545-0074  
 (For Holders of Qualified Mortgage Credit Certificates Issued by State or Local Governmental Units or Agencies) **2018**  
 Department of the Treasury Internal Revenue Service (99) ▶ Go to [www.irs.gov/Form8396](http://www.irs.gov/Form8396) for the latest information. Attachment Sequence No. **138**  
 ▶ Attach to Form 1040 or 1040NR.

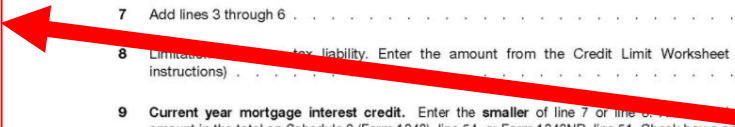
Name(s) shown on your tax return: **Happy Homeowner** Your social security number: **123456789**  
 Enter the address of your main home to which the qualified mortgage certificate relates if it is different from the address shown on your tax return.  
**123 Main Street**  
 Name of Issuer of Mortgage Credit Certificate: **New Hampshire Housing** Mortgage Credit Certificate Number: **MCC#1234** Issue Date: **01/01/2018**

**Before you begin Part I**, figure the amounts of any of the following credits you are claiming: Credit for the elderly or the disabled, alternative motor vehicle credit, and qualified plug-in electric drive motor vehicle credit.

**Part I Current Year Mortgage Interest Credit**

1	Interest paid on the certified indebtedness amount. If someone else (other than your spouse if filing jointly) also held an interest in the home, enter only your share of the interest paid . . . . .	1	\$7,450
2	Enter the certificate credit rate shown on your <b>mortgage credit certificate</b> . Do not enter the interest rate on your home mortgage . . . . .	2	40 %
3	If line 2 is 20% or less, multiply line 1 by line 2. If line 2 is more than 20%, or you refinanced your mortgage and received a reissued certificate, see the instructions for the amount to enter. <b>You must reduce your deduction for home mortgage interest on Schedule A (Form 1040) by the amount on line 3.</b>	3	\$2,980
4	Enter any 2015 credit carryforward from line 16 of your 2017 Form 8396 . . . . .	4	0
5	Enter any 2016 credit carryforward from line 14 of your 2017 Form 8396 . . . . .	5	0
6	Enter any 2017 credit carryforward from line 17 of your 2017 Form 8396 . . . . .	6	0
7	Add lines 3 through 6 . . . . .	7	\$2,980
8	Limitation based on tax liability. Enter the amount from the Credit Limit Worksheet (see instructions) . . . . .	8	\$2,000
9	<b>Current year mortgage interest credit.</b> Enter the <b>smaller</b> of line 7 or line 8. Also include this amount in the total on Schedule 3 (Form 1040), line 54, or Form 1040NR, line 51. Check box <b>c</b> on that line and enter "8396" in the space next to that box . . . . .	9	\$2,000
<b>Part II Mortgage Interest Credit Carryforward to 2019.</b> (Complete <b>only</b> if line 9 is less than line 7.)			
10	Add lines 3 and 4 . . . . .	10	\$2,980
11	Enter the amount from line 7. . . . .	11	\$2,980
12	Enter the <b>larger</b> of line 9 or line 10. . . . .	12	\$2,890
13	Subtract line 12 from line 11. . . . .	13	0
14	<b>2017 credit carryforward to 2019.</b> Enter the <b>smaller</b> of line 6 or line 13 . . . . .	14	0
15	Subtract line 14 from line 13. . . . .	15	0
16	<b>2016 credit carryforward to 2019.</b> Enter the <b>smaller</b> of line 5 or line 15 . . . . .	16	0
17	<b>2018 credit carryforward to 2019.</b> Subtract line 9 from line 3. If zero or less, enter -0- . . . . .	17	\$980

For Paperwork Reduction Act Notice, see your tax return instructions. Cat. No. 62502X Form **8396** (2018)



<b>SCHEDULE 3</b> (Form 1040)		<b>Nonrefundable Credits</b>		OMB No. 1545-0074	
Department of the Treasury Internal Revenue Service		▶ Attach to Form 1040. ▶ Go to <a href="http://www.irs.gov/Form1040">www.irs.gov/Form1040</a> for instructions and the latest information.		<b>2018</b> Attachment Sequence No. <b>03</b>	
Name(s) shown on Form 1040 <b>Happy Homeowner</b>			Your social security number <b>123456789</b>		
<b>Nonrefundable Credits</b>					
<b>48</b>	Foreign tax credit. Attach Form 1116 if required . . . . .	<b>48</b>			
<b>49</b>	Credit for child and dependent care expenses. Attach Form 2441 . . . . .	<b>49</b>			
<b>50</b>	Education credits from Form 8863, line 19 . . . . .	<b>50</b>			
<b>51</b>	Retirement savings contributions credit. Attach Form 8880 . . . . .	<b>51</b>			
<b>52</b>	Reserved . . . . .	<b>52</b>			
<b>53</b>	Residential energy credit. Attach Form 5695 . . . . .	<b>53</b>			
<b>54</b>	Other credits from Form <b>a</b> <input type="checkbox"/> 3800 <b>b</b> <input type="checkbox"/> 8801 <b>c</b> <input checked="" type="checkbox"/> <u>Mortgage Credit Certificate</u>	<b>54</b>			<b>\$2,000</b>
<b>55</b>	Add the amounts in the far right column. Enter here and include on Form 1040, line 12	<b>55</b>			<b>\$2,000</b>

For Paperwork Reduction Act Notice, see your tax return instructions. Cat. No. 71480G **Schedule 3 (Form 1040) 2018**

Form <b>8396</b>		<b>Mortgage Interest Credit</b>		OMB No. 1545-0074	
Department of the Treasury Internal Revenue Service (09)		(For Holders of Qualified Mortgage Credit Certificates Issued by State or Local Governmental Units or Agencies) ▶ Go to <a href="http://www.irs.gov/Form8396">www.irs.gov/Form8396</a> for the latest information. ▶ Attach to Form 1040 or 1040NR.		<b>2018</b> Attachment Sequence No. <b>138</b>	
Name(s) shown on your tax return <b>Happy Homeowner</b>			Your social security number <b>123456789</b>		
Enter the address of your main home to which the qualified mortgage certificate relates if it is different from the address shown on your tax return.					
<b>123 Main Street</b>		Mortgage Credit Certificate Number <b>MCC#1234</b>		Issue Date <b>01/01/2018</b>	
New Hampshire Housing					
Before you begin Part I, figure the amounts of any of the following credits you are claiming: Credit for the elderly or the disabled, alternative motor vehicle credit, and qualified plug-in electric drive motor vehicle credit.					
<b>Part I Current Year Mortgage Interest Credit</b>					
<b>1</b>	Interest paid on the certified indebtedness amount. If someone else (other than your spouse if filing jointly) also held an interest in the home, enter only your share of the interest paid . . . . .	<b>1</b>			<b>\$7,450</b>
<b>2</b>	Enter the certificate credit rate shown on your mortgage credit certificate. Do not enter the interest rate on your home mortgage . . . . .	<b>2</b>			<b>40 %</b>
<b>3</b>	If line 2 is 20% or less, multiply line 1 by line 2. If line 2 is more than 20%, or you refinanced your mortgage and received a reissued certificate, see the instructions for the amount to enter. You must reduce your deduction for home mortgage interest on Schedule A (Form 1040) by the amount on line 3.	<b>3</b>			<b>\$2,980</b>
<b>4</b>	Enter any 2015 credit carryforward from line 16 of your 2017 Form 8396 . . . . .	<b>4</b>			<b>0</b>
<b>5</b>	Enter any 2016 credit carryforward from line 14 of your 2017 Form 8396 . . . . .	<b>5</b>			<b>0</b>
<b>6</b>	Enter any 2017 credit carryforward from line 17 of your 2017 Form 8396 . . . . .	<b>6</b>			<b>0</b>
<b>7</b>	Add lines 3 through 6 . . . . .	<b>7</b>			<b>\$2,980</b>
<b>8</b>	Limitation based on tax liability. Enter the amount from the Credit Limit Worksheet (see instructions) . . . . .	<b>8</b>			<b>\$2,000</b>
<b>9</b>	<b>Current year mortgage interest credit.</b> Enter the smaller of line 7 or line 8. Also include this amount in the total on Schedule 3 (Form 1040), line 54, or Form 1040NR, line 51. Check box <b>c</b> on that line and enter "8396" in the space next to that box . . . . .	<b>9</b>			<b>\$2,000</b>
<b>Part II Mortgage Interest Credit Carryforward to 2019.</b> (Complete only if line 9 is less than line 7.)					
<b>10</b>	Add lines 3 and 4 . . . . .	<b>10</b>			<b>\$2,980</b>
<b>11</b>	Enter the amount from line 7. . . . .	<b>11</b>			<b>\$2,980</b>
<b>12</b>	Enter the larger of line 9 or line 10. . . . .	<b>12</b>			<b>\$2,890</b>
<b>13</b>	Subtract line 12 from line 11. . . . .	<b>13</b>			<b>0</b>
<b>14</b>	<b>2017 credit carryforward to 2019.</b> Enter the smaller of line 6 or line 13 . . . . .	<b>14</b>			<b>0</b>
<b>15</b>	Subtract line 14 from line 13. . . . .	<b>15</b>			<b>0</b>
<b>16</b>	<b>2016 credit carryforward to 2019.</b> Enter the smaller of line 5 or line 15 . . . . .	<b>16</b>			<b>0</b>
<b>17</b>	<b>2018 credit carryforward to 2019.</b> Subtract line 9 from line 3. If zero or less, enter -0- . . . . .	<b>17</b>			<b>\$980</b>

For Paperwork Reduction Act Notice, see your tax return instructions. Cat. No. 62502X **Form 8396 (2018)**



# How it Works

## HOMEOWNERSHIP

Form **1040** Department of the Treasury—Internal Revenue Service (99) **2018** U.S. Individual Income Tax Return OMB No. 1545-0074 IRS Use Only—Do not write or staple in this space.

Filing status: **Happy Homeowner** (Your first name, last name, and address are shown on the top of the form.)

Form 1040 (2018)

Attach Form(s) W-2. Also attach Form(s) W-2G and 1099-R if tax was withheld.

**Standard Deduction for —**

- Single or married filing separately, \$12,000
- Married filing jointly or Qualifying widow(er), \$24,000
- Head of household, \$18,000
- If you checked any box under Standard deduction, see instructions.

<b>1</b>	Wages, salaries, tips, etc. Attach Form(s) W-2		
<b>2a</b>	Tax-exempt interest	<b>2a</b>	
<b>3a</b>	Qualified dividends	<b>3a</b>	
<b>4a</b>	IRAs, pensions, and annuities	<b>4a</b>	
<b>5a</b>	Social security benefits	<b>5a</b>	
<b>6</b>	Total income. Add lines 1 through 5. Add any amount from Schedule 1, line 22		
<b>7</b>	Adjusted gross income. If you have no adjustments to income, enter the amount from line 6; otherwise subtract Schedule 1, line 36, from line 6		
<b>8</b>	Standard deduction or itemized deductions (from Schedule A)		
<b>9</b>	Qualified business income deduction (see instructions)		
<b>10</b>	Taxable income. Subtract lines 8 and 9 from line 7. If zero or less, enter -0-		
<b>11</b>	<b>a</b> Tax (see inst.) <b>\$7,605</b> (check if any from: <b>1</b> <input type="checkbox"/> Form(s) 8814 <b>2</b> <input type="checkbox"/> Form 4972 <b>3</b> <input type="checkbox"/> )		
	<b>b</b> Add any amount from Schedule 2 and check here <input type="checkbox"/>		
<b>12</b>	<b>a</b> Child tax credit/credit for other dependents <b>b</b> Add any amount from Schedule 3 and check here <input checked="" type="checkbox"/>		
<b>13</b>	Subtract line 12 from line 11. If zero or less, enter -0-		
<b>14</b>	Other taxes. Attach Schedule 4		
<b>15</b>	Total tax. Add lines 13 and 14		
<b>16</b>	Federal income tax withheld from Forms W-2 and 1099		
<b>17</b>	Refundable credits: <b>a</b> EIC (see inst.) <b>b</b> Sch. 8812 <b>c</b> Form 8863		
	Add any amount from Schedule 5		
<b>18</b>	Add lines 16 and 17. These are your total payments		
<b>19</b>	If line 18 is more than line 15, subtract line 15 from line 18. This is the amount you overpaid		
<b>20a</b>	Amount of line 19 you want refunded to you. If Form 8888 is attached, check here <input type="checkbox"/>		
	<b>b</b> Routing number <b>c</b> Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings		
	<b>d</b> Account number		
<b>21</b>	Amount of line 19 you want applied to your 2019 estimated tax	<b>21</b>	
<b>22</b>	Amount you owe. Subtract line 18 from line 15. For details on how to pay, see instructions	<b>22</b>	
<b>23</b>	Estimated tax penalty (see instructions)	<b>23</b>	

Go to [www.irs.gov/Form1040](http://www.irs.gov/Form1040) for instructions and the latest information.

**SCHEDULE 3 (Form 1040) Nonrefundable Credits**

Department of the Treasury Internal Revenue Service

OMB No. 1545-0074

2018 Attachment Sequence No. 03

Go to [www.irs.gov/Form1040](http://www.irs.gov/Form1040) for instructions and the latest information.

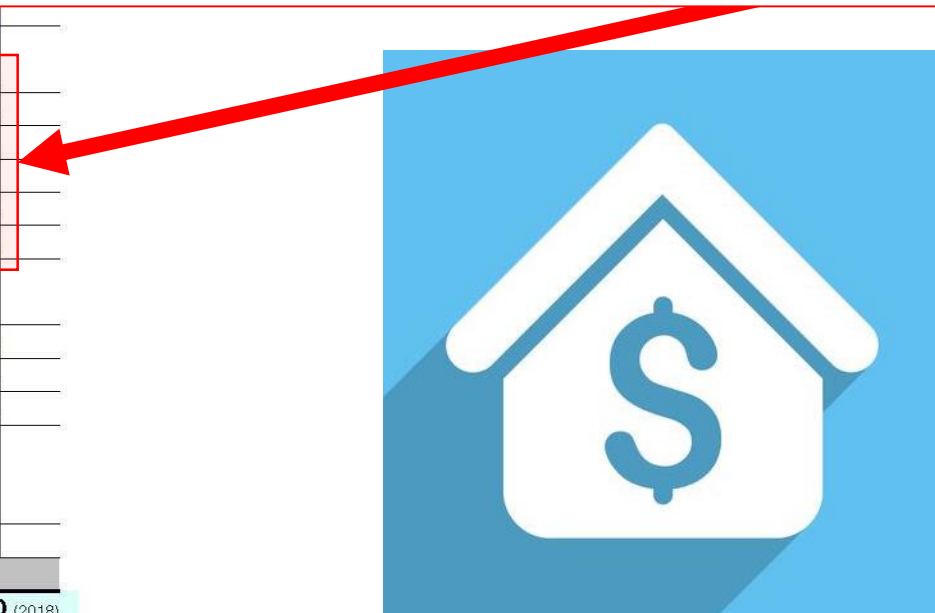
Name(s) shown on Form 1040: **Happy Homeowner**

Your social security number: **123456789**

<b>48</b>	Foreign tax credit. Attach Form 1116 if required	<b>48</b>	
<b>49</b>	Credit for child and dependent care expenses. Attach Form 2441	<b>49</b>	
<b>50</b>	Education credits from Form 8863, line 19	<b>50</b>	
<b>51</b>	Retirement savings contributions credit. Attach Form 8880	<b>51</b>	
<b>52</b>	Reserved	<b>52</b>	
<b>53</b>	Residential energy credit. Attach Form 5695	<b>53</b>	
<b>54</b>	Other credits from Form <b>a</b> <input type="checkbox"/> 3800 <b>b</b> <input type="checkbox"/> 8801 <b>c</b> <input checked="" type="checkbox"/> Mortgage Credit Certificate	<b>54</b>	\$2,000
<b>55</b>	Add the amounts in the far right column. Enter here and include on Form 1040, line 12	<b>55</b>	\$2,000

For Paperwork Reduction Act Notice, see your tax return instructions. Cat. No. 71480G Schedule 3 (Form 1040) 2018

<b>10</b>	\$53,000
<b>11</b>	\$7,605
<b>12</b>	(\$2,000)
<b>13</b>	\$5,605
<b>14</b>	
<b>15</b>	\$5,605
<b>16</b>	\$8,000
<b>17</b>	
<b>18</b>	\$8,000
<b>19</b>	\$2,395
<b>20a</b>	\$2,395
<b>21</b>	
<b>22</b>	
<b>23</b>	

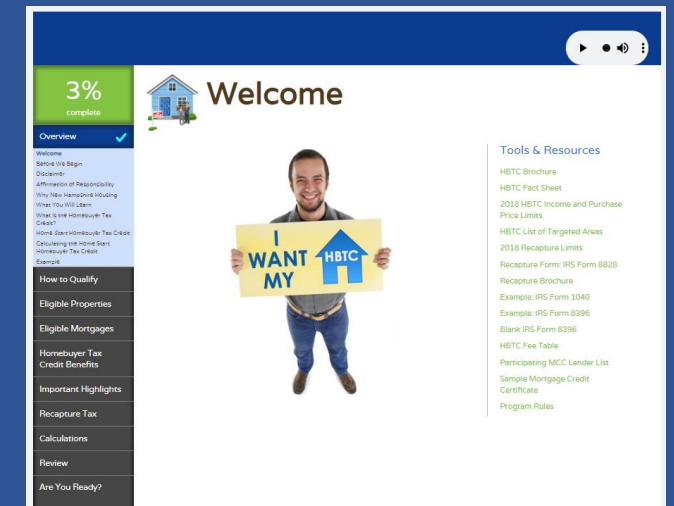
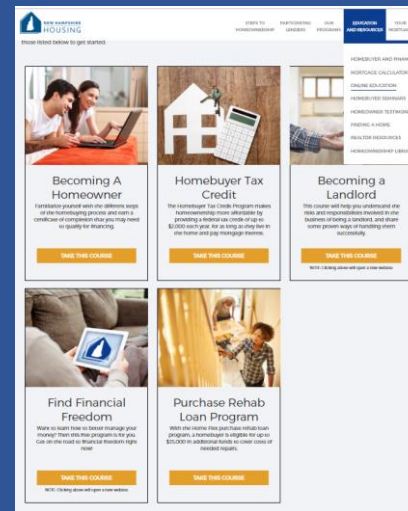


### HBTC Takeaways...

- More valuable than a deduction
- Remaining balance of mortgage interest can be deducted
- Must have a tax liability and file IRS form 8396 each year with tax return
- May be claimed each year provided:
  - Original mortgage is outstanding
  - Home remains their primary residence
- May be subject to Recapture Tax upon sale of property

### IMPORTANT - PRIOR TO CLOSING ON THE LOAN:

- **HBTC Must be reserved; and**
- **Borrower must complete the online HBTC training found at [www.GoNHousing.com](http://www.GoNHousing.com)**



- New Hampshire Housing has set the tax credit between 25% - 50%
- The credit is taken as a percentage of mortgage interest paid
- The homebuyer can go to any lender to receive their underlying mortgage but only a participating MCC Lender or New Hampshire Housing can underwrite for the MCC
- Mortgage underwriting guidelines are independent of the MCC qualifications
- Borrowers will be required to [pay fees](#)





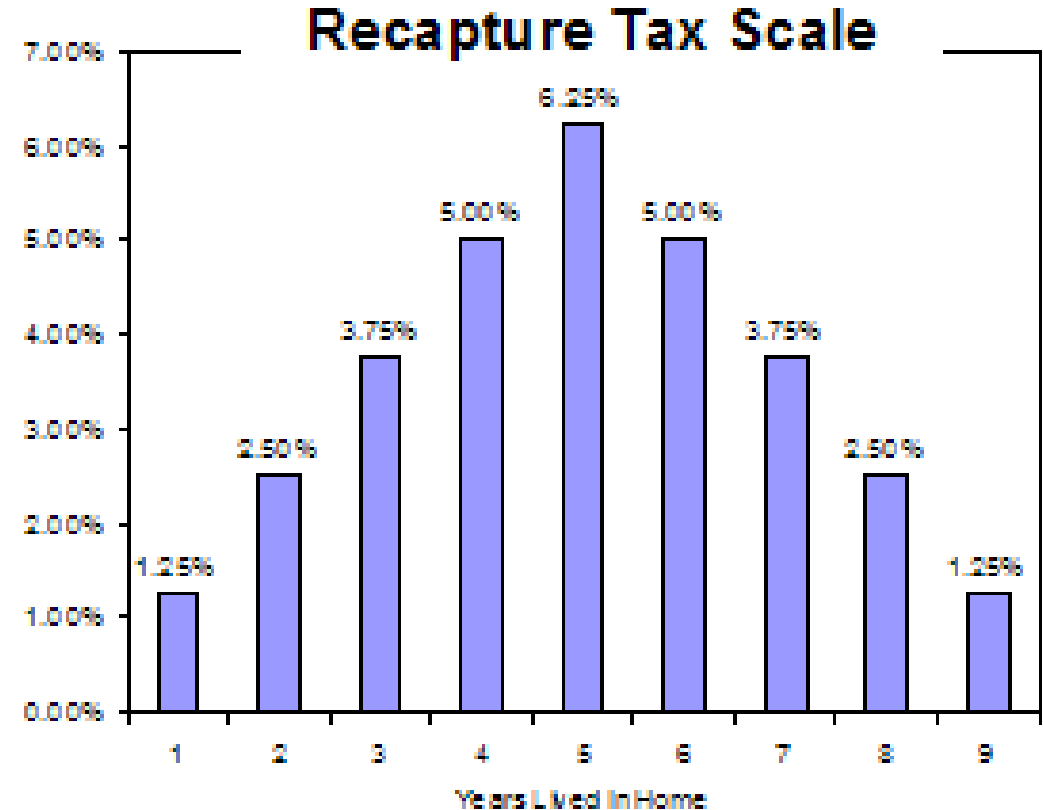


# Recapture

### Recapture Tax may apply...

- If property is sold within 9 years
- If there is increased value at time of sale
- If household income now exceeds Income limit

= Recapture Tax



**All 3 items must occur to be subject to the Recapture Tax**

### Recapture Tax may apply if...

- If property is sold within 9 years
- If there is increased value (net gain) at time of sale
- If household income now exceeds Income limit

= Recapture Tax

County/City/Town	INCOME LIMITS (Household Size)		PURCHASE PRICE LIMITS 1-Unit
	1-2	3+	
<b>Belknap</b>			
<b>Laconia</b>	\$110,500	\$128,900	\$345,000
All other communities	\$ 92,100	\$105,900	\$280,000

**All 3 items must occur to be subject to the Recapture Tax**

#### FEDERAL RECAPTURE REQUIREMENT INCOME LIMITS –2018 NON-TARGETED AREAS

Date of Resale	Number of Family Members Living in your home at the Time of Sale	
	1 - 2 Persons	3 or More Persons
Prior to the first anniversary of original mortgage closing	\$ 90,500	\$ 104,000
On or after the first anniversary	\$ 95,025	\$ 109,200
On or after the second anniversary	\$ 99,776	\$ 114,660
On or after the third anniversary	\$ 104,765	\$ 120,393
On or after the fourth anniversary	\$ 110,003	\$ 126,412
On or after the fifth anniversary	\$ 115,503	\$ 132,733
On or after the sixth anniversary	\$ 121,278	\$ 139,369
On or after the seventh anniversary	\$ 127,342	\$ 146,338
On or after the eighth anniversary	\$ 133,709	\$ 153,655

#### FEDERAL RECAPTURE REQUIREMENT INCOME LIMITS –2018 TARGETED AREAS

Date of Resale	Number of Family Members Living in your home at the Time of Sale	
	1 - 2 Persons	3 or More Persons
Prior to the first anniversary of original mortgage closing	\$ 108,600	\$ 126,700
On or after the first anniversary	\$ 114,030	\$ 133,035
On or after the second anniversary	\$ 119,731	\$ 139,686
On or after the third anniversary	\$ 125,718	\$ 146,671
On or after the fourth anniversary	\$ 132,003	\$ 154,004
On or after the fifth anniversary	\$ 138,604	\$ 161,704
On or after the sixth anniversary	\$ 145,534	\$ 169,790
On or after the seventh anniversary	\$ 152,810	\$ 178,279
On or after the eighth anniversary	\$ 160,451	\$ 187,193

TARGETED AREAS: BERLIN, CLAREMONT, CONCORD, DOVER, GOFFSTOWN, LACONIA, LANCASTER, LITTLETON, MANCHESTER, NEWMARKET, PITTSFIELD, PORTSMOUTH, ROCHESTER, SOMERSWORTH, WHITEFIELD

### Recapture Tax may apply if...

- If property is sold within 9 years
- If there is increased value at time of sale
- If income now exceeds Income limit

= Recapture Tax

County/City/Town	INCOME LIMITS (Household Size)		PURCHASE PRICE LIMITS 1-Unit
	1-2	3+	
<u>Belknap</u>			
<u>Laconia</u>	\$110,500	\$128,900	\$345,000
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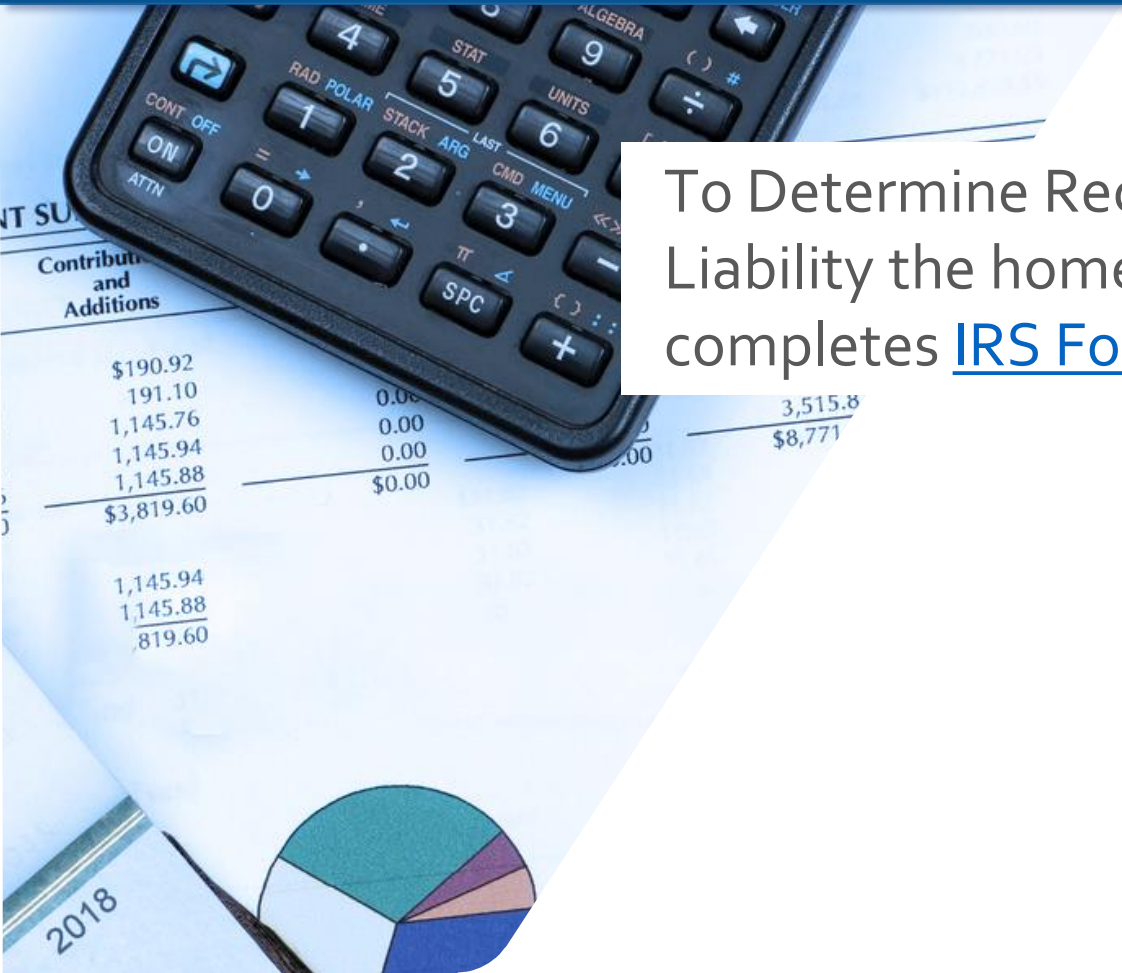
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TARGETED AREAS: BERLIN, CLAREMONT, CONCORD, DOVER, GOFFSTOWN, LACONIA, LANCASTER, LITTLETON, MANCHESTER, NEWMARKET, PITTSFIELD, PORTSMOUTH, ROCHESTER, SOMERSWORTH, WHITEFIELD

**All 3 items must occur to be subject to the Recapture Tax**

To Determine Recapture Tax Liability the homeowner completes [IRS Form 8828](#)



<b>Form 8828</b> (Rev. March 2010) Department of the Treasury Internal Revenue Service (99)	<b>Recapture of Federal Mortgage Subsidy</b>	OMB No. 1545-0074 Attachment Sequence No. <b>64</b>
▶ Attach to Form 1040. ▶ See separate instructions.		Social security number (as shown on page 1 of your tax return)
<b>Part I Description of Home Subject to Federally Subsidized Debt</b>		
1 Address of property (number and street, city or town, state, and ZIP code)		
2 Check the box that describes the type of federal subsidy you had on the loan for your home. a <input type="checkbox"/> Mortgage loan from the proceeds of a tax-exempt bond b <input type="checkbox"/> Mortgage credit certificate <b>Note.</b> If neither box applies, you are not subject to recapture tax on the sale or other disposition of your home. <b>Do not</b> complete this form.		
3 Name of the bond or certificate issuer State Political subdivision (city, county, etc.) Agency, if any		
4 Name and address of original lending institution		
5 Date of closing of the original loan Month Day Year		
<b>Note.</b> If the date of closing of the loan was before January 1, 1991, recapture tax does not apply. <b>Do not</b> complete this form. If you (1) checked the box on line 2b (mortgage credit certificate), (2) refinanced your home, and (3) received a reissued mortgage credit certificate, see <b>Refinancing your home</b> on page 1 of the instructions.		
6 Date of sale or other disposition of your interest in the home Month Day Year		
7 Number of years and full months between original closing date (line 5) and date of sale or disposition (line 6): Years Full months		
8 Date of full repayment of the original loan including a refinancing other than one for which a replacement mortgage credit certificate was issued (see instructions) Month Day Year		
<b>Part II Computation of Recapture Tax</b>		
9 Sales price of your interest in the home sold or disposed of (see instructions)	9	
10 Expenses of sale. Include sales commissions, advertising, legal fees, etc.	10	
11 Amount realized. Subtract line 10 from line 9	11	
12 Adjusted basis of your interest in the home sold or disposed of (see instructions)	12	
13 Gain or (loss) from sale or disposition. Subtract line 12 from line 11. If a loss, <b>stop</b> here and attach this form to your Form 1040. You <b>do not</b> owe recapture tax	13	
14 Multiply line 13 by 50% (.50)	14	
15 Modified adjusted gross income (see instructions)	15	
16 Adjusted qualifying income (see instructions)	16	
17 Subtract line 16 from line 15. If zero or less, <b>stop</b> here and attach this form to your Form 1040. You <b>do not</b> owe recapture tax	17	
18 Income percentage. If the amount on line 17 is \$5,000 or more, enter "100." Otherwise, divide the amount on line 17 by \$5,000 and enter the result as a percentage. Round to the nearest whole percentage	18	%
19 Federally subsidized amount (see instructions)	19	
20 Holding period percentage (see instructions)	20	%
21 Multiply line 19 by the percentage on line 20	21	
22 Recapture amount. Multiply line 21 by the percentage on line 18	22	
23 Tax. Enter the <b>smaller</b> of line 14 or line 22. Also, include this amount on the line for total tax on Form 1040. For details, see the Instructions for Form 1040	23	

For Paperwork Reduction Act Notice, see Form 1040 instructions.

Cat. No. 13049F

Form **8828** (Rev. 3-2010)



# HBTC Application Package

NHHFA	Alone	Documents Required
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Loan Application (1003) (Final – signed at closing)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Real Estate Sales Contract, signed, with all addendums
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Note
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mortgage
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Closing Disclosure (Final – signed at closing)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Underwriting and Transmittal Summary
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Most recent 30-days' paystubs for <u>*all household members</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tax Returns (signed and dated, complete w/all schedules) and/or tax transcripts from the IRS.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MCC Applicant(s) Affidavit and Recapture Notification
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MCC Program Disclaimer
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Certificate of Completion of the online Homebuyer Tax Credit training
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Applicant(s) Closing Affidavit
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Seller(s) Affidavit
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Lender's Closing Certificate
		MCC Fees**

 [NHHFA.org/lenders](https://www.nhhfa.org/lenders)

## HBTC FORMS:

- MCC Applicant(s) Affidavit and Recapture Notification
- MCC Program Disclaimer
- Certificate of Completion of the online Homebuyer Tax Credit training
- Applicant(s) Closing Affidavit
- Seller(s) Affidavit
- Lender's Closing Certificate
- MCC Fees\* (see: [https://www.nhhfa.org/assets/pdf/HBTC\\_Fee\\_Table.pdf](https://www.nhhfa.org/assets/pdf/HBTC_Fee_Table.pdf))

<https://www.nhhfa.org/home-start-homebuyer>



### Mortgage Refinancing

- Loans with existing MCCs must be reissued
- MCC must be reissued no later than one year after the effective date of the refinancing
- MCCs are not transferable to other people or properties
- Property must continue to be the MCC holder's principal owner-occupied residence
- Term of the reissued MCC will not exceed the remaining term of the original MCC
- Reissued MCC will replace existing MCC, therefore, the original/existing MCC must be returned to New Hampshire Housing
- For additional information/details <https://www.nhhfa.org/assets/pdf/MCCReissue.pdf>

- MCC education must be taken before closing
- Max acreage for the MCC Program is 5 acres
- Must use All household income
- All closing documents need to be received no later than 14 calendar days after closing
- Three years of tax returns/transcripts\* are required, unless property is in a targeted area
- It is both lender's and borrower's responsibility to provide all MCC documents to New Hampshire Housing
- If we receive nothing, the MCC will be cancelled and your borrower will not be happy





# Lender Online Portal

**MCC Reservations are made by one of these three ways:**

1. Lender reserves the MCC when making a loan reservation (**Lender Online**).
2. Lender reserves the MCC only (Stand-Alone) (**Lender Online**).
3. New Hampshire Housing reserves the MCC (**manual reservation**).

**To reserve an MCC and have access to Lender Online, lender must sign a Participating Lender MCC Agreement.**



## [Lender Online login page](#)

- Submit/create reservations
- Update reservations
- Commit, close and cancel reservations
- View post-closing missing items

The screenshot shows the Lender Online interface. At the top left is the New Hampshire Housing logo. Below it is a dark blue navigation bar with the following items: Home Page, Add New (with a dropdown arrow), Loan Pipelines (with a dropdown arrow), MCC Pipelines (with a dropdown arrow), and Missing Items (with a dropdown arrow). A dropdown menu is open under 'MCC Pipelines', showing 'Active Pipeline' and 'Cancelled Pipeline'. Below the navigation bar is a section titled 'News and Announcements' with a box containing the text 'Welcome to Lender Online'.



[Lender Online login page](#)  
Submit/create reservations

1.

NEW HAMPSHIRE HOUSING

Home Page Add New - Loan Pipelines - MCC Pipelines - Missing Items -

Reservation  
MCC

News and Announcements

Welcome to Lender Online

2.

Click to Attach MCC

**Reservation has been updated and submitted successfully**

Reservation Number: R-101013

NHHFA Lender Online Contact: Chadbourne, Michael mchadbourne@nhhfa.org  
Borrower Name: LastbN, firstbn  
Co-borrower Name: ,  
Property Address: 1 Main st  
City/State/Zip/County: ALTON, NH 02361  
Condo Name:  
Base Loan Amount: \$110,000.00  
Total Loan Amount: \$110,000.00

3.

**MCC has been created and submitted successfully**

MCC Number: 7361

NHHFA Lender Online Contact: Chadbourne, Michael mchadbourne@nhhfa.org  
Borrower Name: LastbN, firstbn  
Co-borrower Name: ,  
Property Address: 1 Main st  
City/State/Zip/County: ALTON, NH 02361  
Total Loan Amount: \$110,000.00  
Sales Price: \$110,000.00  
Interest Rate: 4.75%  
Term: 360  
Total In Household: 1  
Total Annual Income: \$86,000.00  
Attached Loan #: R-101013

Michael Chadbou... Logout



Home Page

Add New ▾

Loan Pipelines ▾

MCC Pipelines ▾

Missing Items ▾

Reservation

MCC

### News and Announcements

Welcome to Lender Online



Michael Chadbou... Logout

Home Page Add New - Loan Pipelines - MCC Pipelines - Missing Items -

Organization: New Hampshire Housing Updating MCC: 7360 Borrower: Test MCC Loan #:

Save & Submit

Cancel Changes

Refresh

MCC Information

Borrower(s)

Property

Amount	
Mortgage	\$90,000.00
Purchase Price	\$100,000.00
Total Monthly Payment (PITI)	\$860.00
Income	
Annual	\$50,000.00

Program Information	
Mortgage Interest Rate	4
Rate Type	Fixed
Mortgage Insurer	FHA
Term (months)	360
Loan Closing Date	08/01/2019
Loan Maturity Date	09/01/2049
Submission Date	06/28/2019
Expiration Date	10/26/2019
Loan Officer	
First Name	Loan
Last Name	Officer



Michael Chadbou... Logout

Home Page Add New - Loan Pipelines - MCC Pipelines - Missing Items -

Print Save Email

**MCC has been updated and submitted successfully**

MCC Number: 7360

NHHFA Lender Online Contact: Chadbourne, Michael mchadbourne@nhhfa.org  
Borrower Name: Test, MCC  
Co-borrower Name: ,  
Property Address: 15 Shaw Circle  
City/State/Zip/County: NASHUA, NH 03062  
Total Loan Amount: \$90,000.00  
Sales Price: \$100,000.00  
Interest Rate: 4%  
Term: 360  
Total In Household: 1  
Total Annual Income: \$50,000.00  
Attached Loan #:





NEW HAMPSHIRE HOUSING

Michael Chadbou... Logout

Home Page Add New - Loan Pipelines - MCC Pipelines - Missing Items -

Active Pipeline  
Cancelled Pipeline

News and Announcements

Welcome to Lender Online

- View post-closing missing items

- Update cancel or update MCC pipeline

Action

(Action) ▾  
(Action)  
Update  
Cancel  
View

Logout

NEW HAMPSHIRE HOUSING

Home Page Add New - Loan Pipelines - MCC Pipelines - Missing Items -

### MCC Active Pipeline

Need Help ?

Organization: New Hampshire Housing Finance Au Record Type: MCC From (Creation Date): 01/01/2015 To (Creation Date): 06/28/2019 Search

Filter Result Reset

MCC Status	Borrower Last Name	Borrower First Name, MI	MCC #	Loan #	Submit Date	Expired Date	Reserved Date	Missing Item(s) Alert	Action
In-Process	Test	MCC	7360		06/28/2019	10/26/2019	06/28/2019		(Action) ▾



# Document Delivery Portal - VirPack



## [VirPack login page](#)

- Deliver closed loans for purchase
- Deliver MCC documents
- Deliver post-closing document

The screenshot shows the login page for the Document Delivery Portal. At the top, there is a blue header with the text "Document Delivery Portal" and the New Hampshire Housing logo. Below the header, there are links for "Login", "Contact Us", and "Help". The main content area features a login form with two tabs: "Login" (selected) and "Forgot Password". The form includes fields for "User Name" and "Password", a checkbox for "Remember me next time on this computer? Do not check this if this is a public computer.", and a blue "Login" button. To the right of the form is a grey box with the text "Not a member? Register Here".

## Choose either the Loan Number or MCC Stand-Alone

Notes:

If the MCC is with a New Hampshire Housing First mortgage, MCC documents should be uploaded with the loan file.

If the MCC is a stand-alone MCC, then MCC documents are uploaded to the MCC (Example MCC-4567).

✉	📄	Loan Number	Borrower Last Name	Borrower First Name	Co-Borrower First Name	Co-Borrower Last Name	Property Address	Property City	Mortgage Insurer	Lender Name
0	0	72160	Test	Test			15 Coburn	NASHUA	NONE	New Hampshire Housing Finance Authority

Click on any data point in the row to open the loan.

Sort results by choosing any tab in the header.

## Home Page

### Document Delivery Portal



Home Outstanding Requests Upload History Inbox (0) My Account Contact Us Help Logout

[← Back to Loans](#) [View Full Loan](#) [Share Loan](#) [+ Create Upload](#)

Loan Information	
Loan Number	72160
Borrower Last Name	Test
Borrower First Name	Test
Co-Borrower Last Name	
Co-Borrower First Name	
Property Address	15 Coburn
Property City	NASHUA
Mortgage Insurer	NONE

Uploads <span>4</span>	Downloads <span>0</span>
3 years of household tax return: need docs Submitted on 2/24/2017 7:32:46 AM Created By: Mike Chadbourne	
Initial File Submission Submitted on 2/23/2017 9:17:49 AM Created By: Mike Chadbourne	
Appraisal Submitted on 2/23/2017 9:13:54 AM Created By: Mike Chadbourne	
Initial File Submission Submitted on 2/16/2017 12:35:10 PM Created By: Mike Chadbourne	

NHHFA Messages [Mark As Read](#) 0

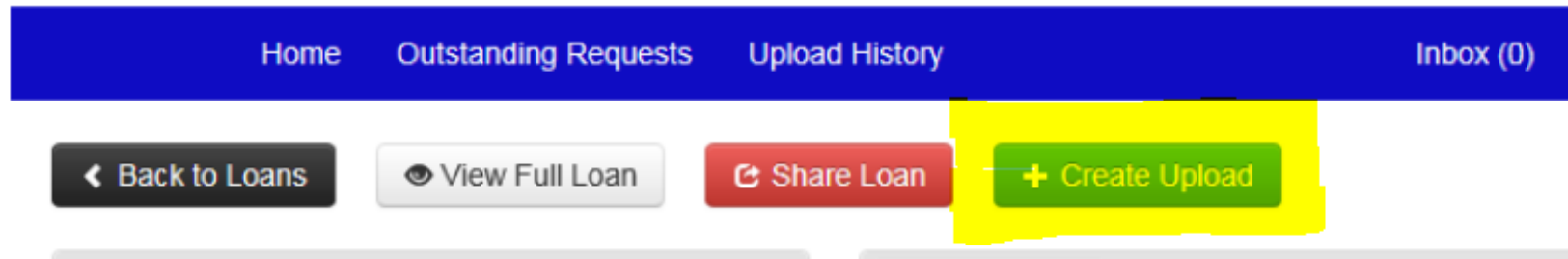
[Send](#)

Contact Information

How to submit loan/MCC files and documents:



## Document Delivery Portal



## Upload Type

If this is an Initial submission, choose **Initial Loan/Standalone MCC Submission** for:

- MCCs with New Hampshire Housing Loans; and
- Stand-alone MCCs

Document Delivery Portal

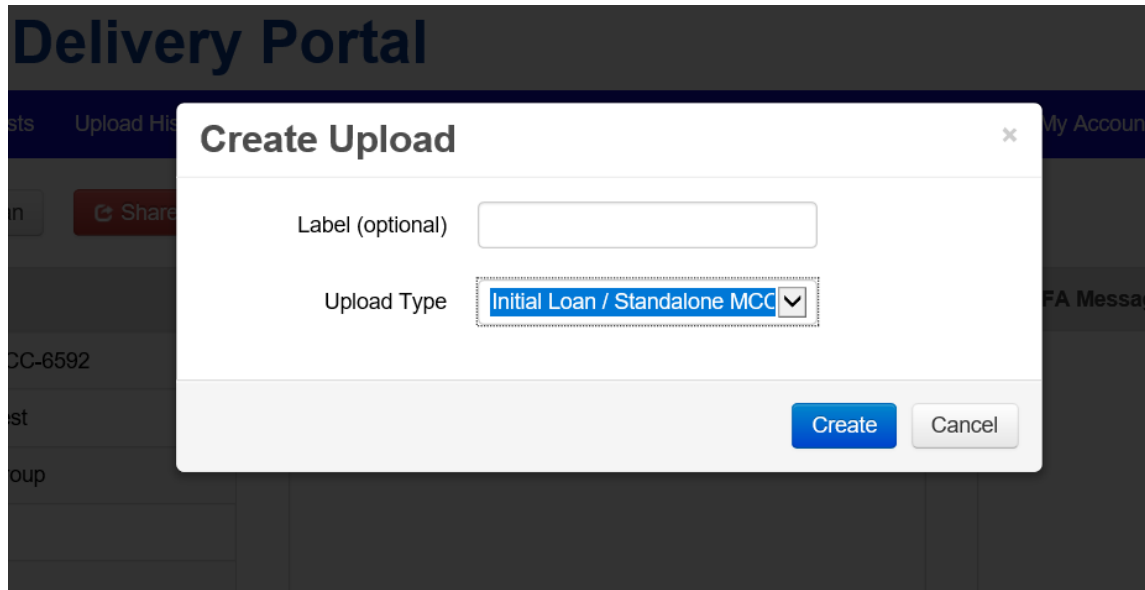
### Create Upload

Label (optional)

Upload Type

- Appraisal
- Credit Hold Funding Conditions
- Initial Loan / Standalone MCC Submission
- Legal Hold Funding Conditions
- MCC Conditions
- Post Purchase Conditions

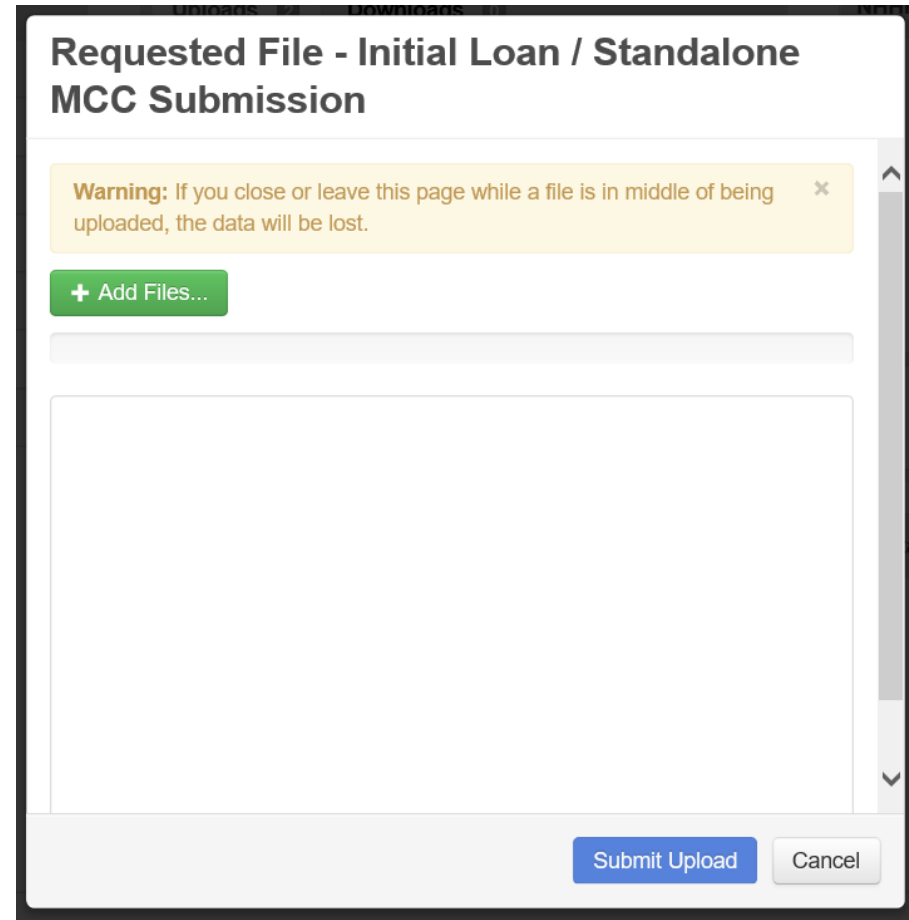
Click Create:



The screenshot shows a 'Create Upload' dialog box with the following fields and buttons:

- Label (optional):
- Upload Type:
- Buttons: Create, Cancel

Click Add Files:

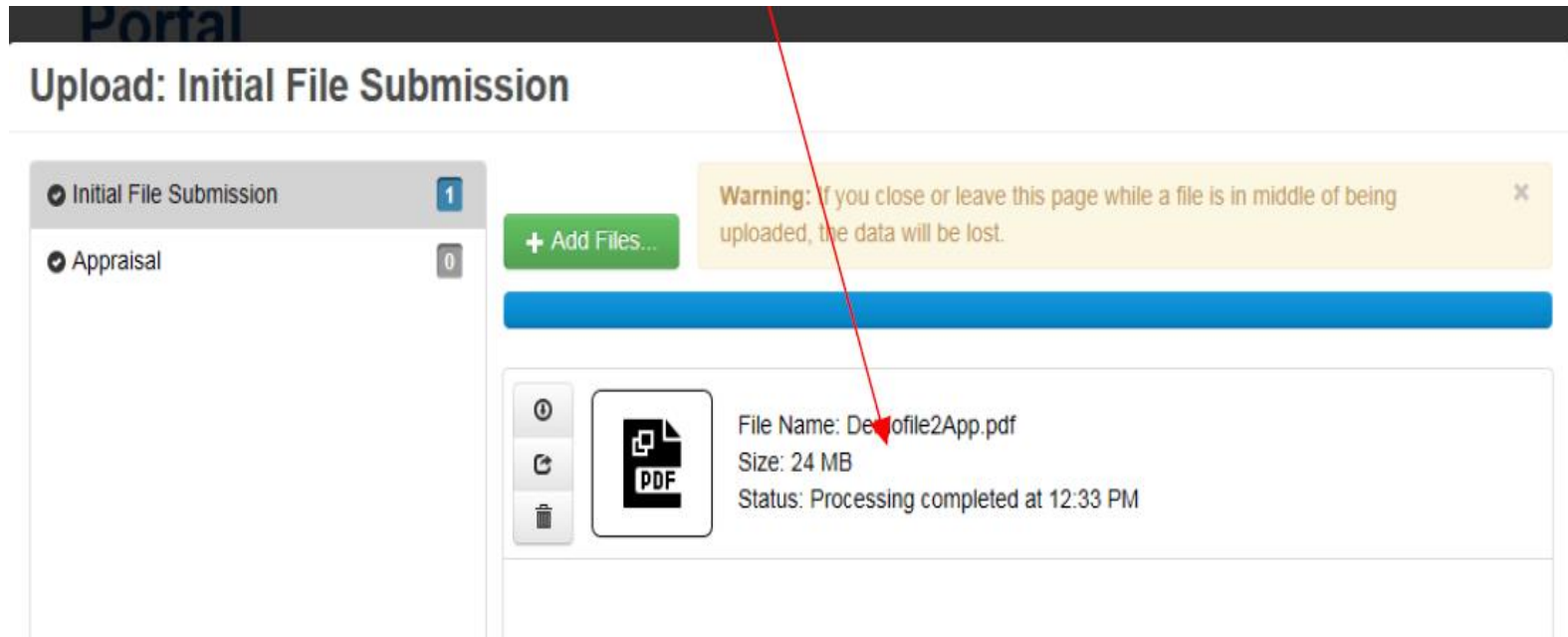


The screenshot shows a 'Requested File - Initial Loan / Standalone MCC Submission' dialog box with the following elements:

- Warning: If you close or leave this page while a file is in middle of being uploaded, the data will be lost.
- + Add Files...
- Buttons: Submit Upload, Cancel



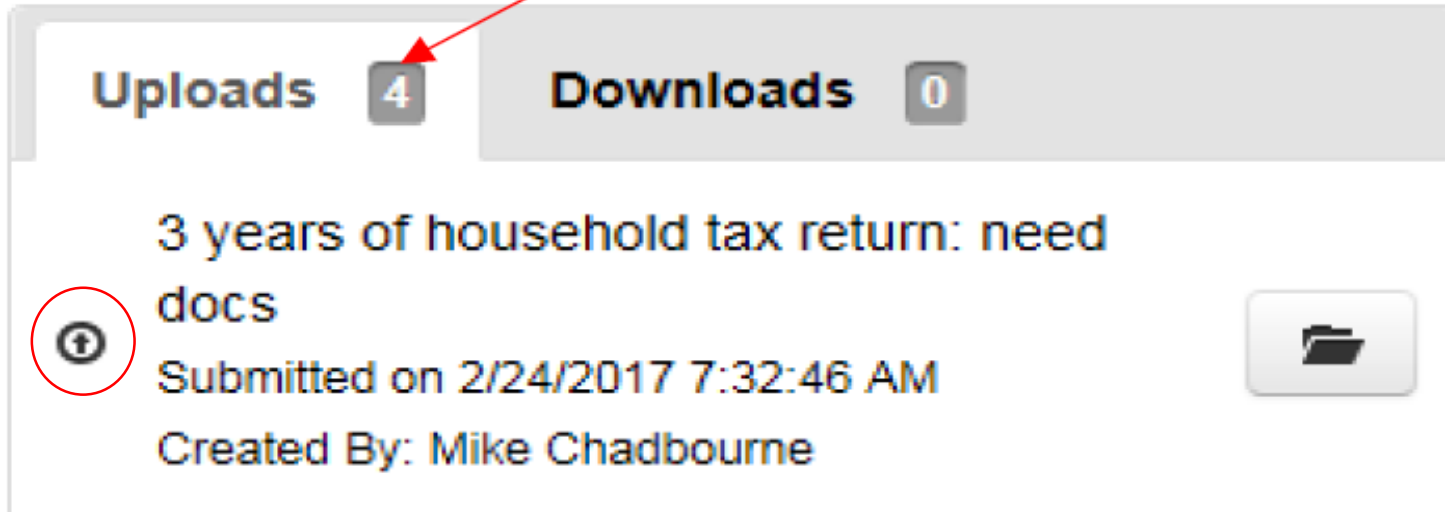
Choose the file to be uploaded. Progress of the upload will show as noted below. Once upload is complete, status will show as **Processing completed**.



When the processing is complete, the *Submit Upload* button will change from light to dark green. Click the **Submit Upload** button. You will be returned to the home page.

The screenshot displays the 'Upload: Initial File Submission' interface. On the left, a sidebar lists 'Initial File Submission' with a count of 1 and 'Appraisal' with a count of 0. A '+ Add Files...' button is located above the main content area. A yellow warning box states: 'Warning: If you close or leave this page while a file is in middle of being uploaded, the data will be lost.' The main content area shows a file upload card for 'Demofile2App.pdf' with a size of 24 MB and a status of 'Processing completed at 12:33 PM'. At the bottom right, there are three buttons: 'Save for Later', 'Submit Upload' (highlighted with a red arrow), and 'Delete Upload'.

After submission, the *Uploads* tab on the loan home page will reflect the number of uploads completed for that loan/MCC. Once the upload is complete, the symbol next to the upload will change from a circular arrow to an arrow pointing up.



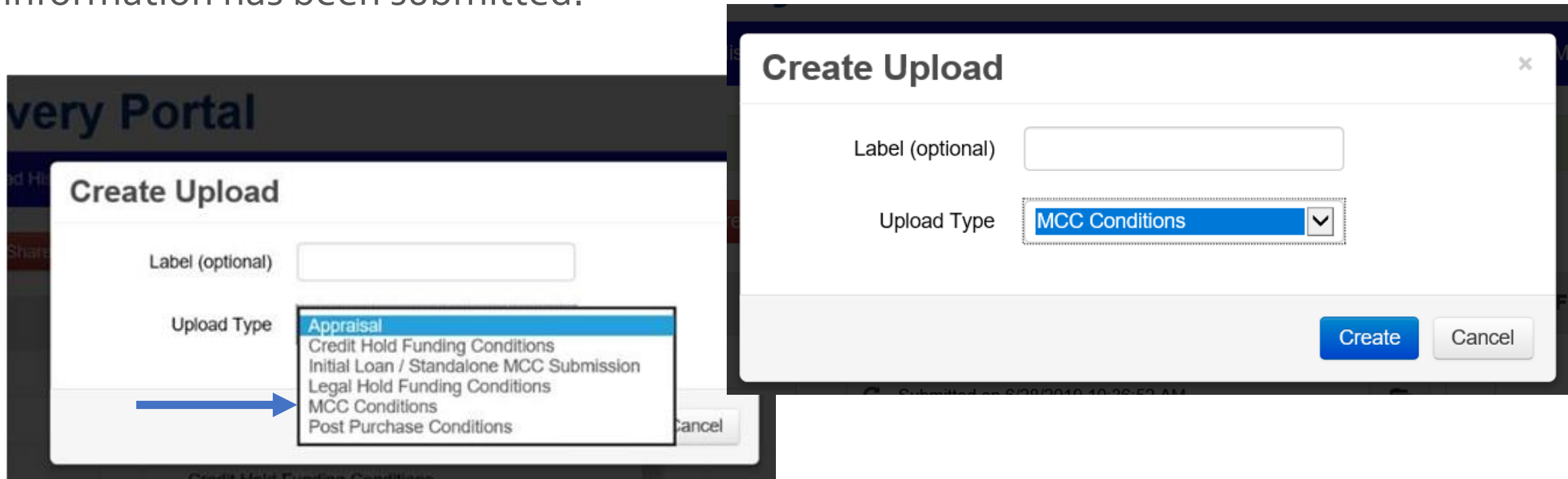
The screenshot shows a user interface with two tabs: "Uploads" and "Downloads". The "Uploads" tab is active and displays a count of "4". A red arrow points to this count. Below the tabs, there is a list of documents. The first document is titled "3 years of household tax return: need docs" and has a circular icon with an upward-pointing arrow next to it, indicating it is complete. Below the title, it says "Submitted on 2/24/2017 7:32:46 AM" and "Created By: Mike Chadbourne". To the right of the document list is a folder icon.



## Document Upload Tips

- Upload documents to the appropriate container
- Documents should be uploaded in order, per the appropriate product stacking list found on [NHHFA.org](http://NHHFA.org) Lender's site. This will ensure faster processing.
- Documents submitted that are password protected will not process and will delay indexing of the loan.

Missing items are uploaded via the Document Delivery Portal. It is important to choose the correct upload type to ensure applicable staff are notified that new information has been submitted.



Missing items can be found on **Lender Online** and noted as to whether they are holding funding.

- View post-closing missing items



Loan Status	Borrower Last Name	Borrower First Name, MI	Loan/Record #	MCC #	File Received Date	Credit Review Date	Legal Review Date	MCC Review Date	Purchased Date	Missing Item(s) Alert	Action
Closed	Test	Mrs.	R-100718		05/10/2019	05/10/2019	05/10/2019				(Action) ▾
Missing Item Description		Added Text		Requested	Received	Cleared	Hold Funding Credit	Hold Funding Legal	Hold Funding MCC		
Original recorded mortgage: Please forward the original recorded mortgage within 60 days of purchase date.				05/10/2019			No	No	No		
Copy of assignment to NHHFA: Fully executed and on our form found on website. Do not record until after loan has been purchased.		* This is holding funding * Missing-please provide		05/10/2019			No	Yes	No		
Original recorded assignment to NHHFA: Recorded after the loan has been purchased and sent to NHHFA within 60 days of purchase date.				05/10/2019			No	No	No		
Title Insurance Policy: Please forward the final loan title policy within 60 days of purchase date				05/10/2019			No	No	No		
Well water test - Primary parameters tested must indicate water is potable		* This is holding funding * Missing-please provide		05/10/2019			Yes	No	No		

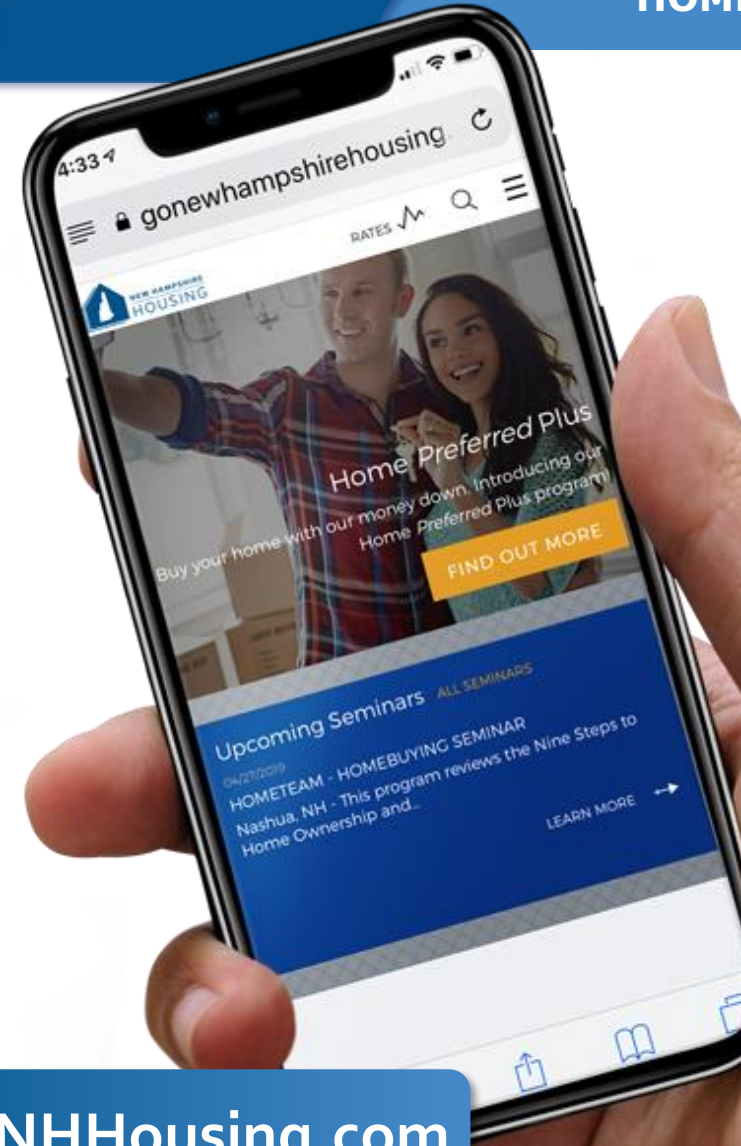


## Information for Homebuyers, Lenders and Realtors

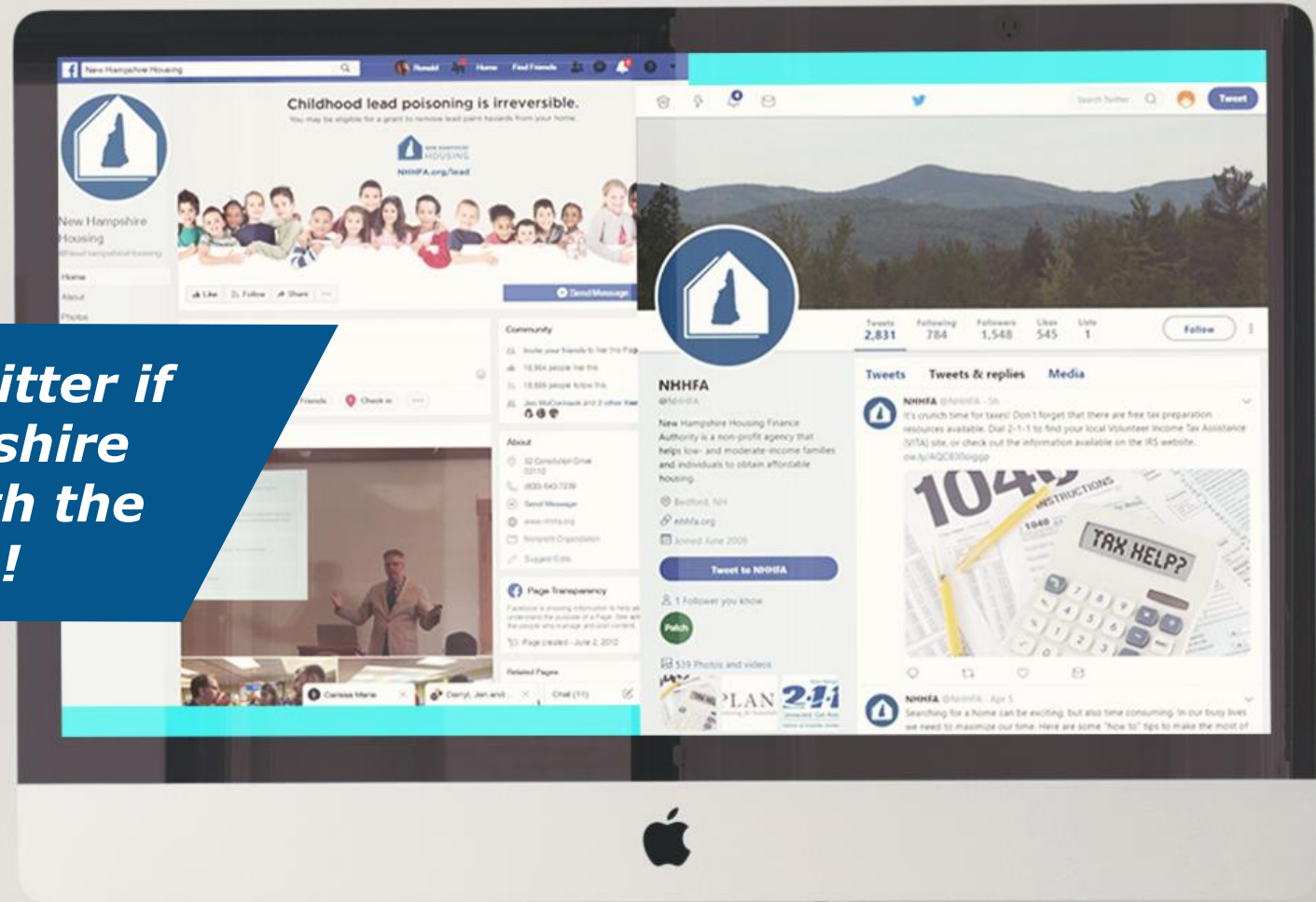
- Programs & Rates
- Income Limits
- Program Rules
- Homeownership Education
  - Online education for your borrowers
  - MCC Education and Purchase Rehab education
  - Homebuyer and financial counseling resources

 [NHHFA.org](http://NHHFA.org)

 [GoNHHousing.com](http://GoNHHousing.com)



***Tag us on Facebook or Twitter if you're doing a New Hampshire Housing closing or are with the buyers at their new house!***





# Contact Information

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