California Tax Credit Allocation Committee
Lender Profile (LP) Form
Electronic Filing Form
2024

OVERVIEW

Welcome to the electronic Lender Profile (LP) Form. This electronic form is a Microsoft Excel spreadsheet that will expedite entry of project data into CTCAC's database. You must have Microsoft Excel in order to use the form. One spreadsheet must be completed for each property in the initial federal compliance period as well as those in the extended use period.

> **!** *Please do not make any changes to the spreadsheet or convert the Excel file to another file format.*
>
> **!** *Please do not include more than one spreadsheet per workbook.*

GETTING STARTED

Go to http://www.treasurer.ca.gov/ctcac/compliance/aoc/index.asp and scroll down the page to the link: **Lender Profile Form**.
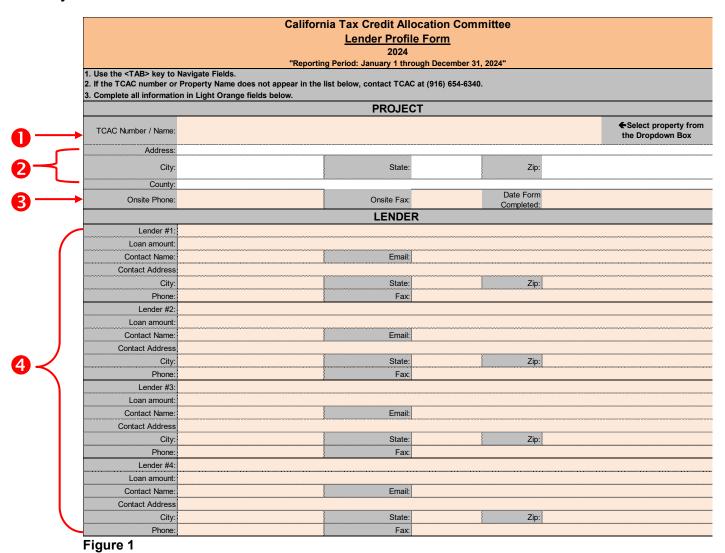
> ➢ For Microsoft Internet Explorer Users, right click on the link and choose "*Save Target As…*" and save the file to your hard drive.

> ➢ For Mozilla Firefox Users, right click on the link and choose "*Save Link As…*" and save the file to your hard drive.

Open the file from the computer's hard-drive and enter the required information (see detailed instructions on the following pages).

Please review the *Frequently Asked Questions* if you have any questions or difficulties. If you still have questions on using this electronic form, please contact Kimberly Desch-Nilson at Kimberly.Nilson@treasurer.ca.gov or (916) 654-6340.

Data Entry Information

The LP spreadsheet is protected to reduce problems associated with format changes and addition and deletion of cells. Input only the data requested in the light-orange cells. The following instructions will help you complete the LP form accurately and correctly.

California Tax Credit Allocation Committee
Lender Profile Form
2024
"Reporting Period: January 1 through December 31, 2024"

1. Use the <TAB> key to Navigate Fields.
2. If the TCAC number or Property Name does not appear in the list below, contact TCAC at (916) 654-6340.
3. Complete all information in Light Orange fields below.

PROJECT

❶ TCAC Number / Name: ←Select property from the Dropdown Box

❷ Address:
City: State: Zip:
County:

❸ Onsite Phone: Onsite Fax: Date Form Completed:

LENDER

❹
Lender #1:
Loan amount:
Contact Name: Email:
Contact Address
City: State: Zip:
Phone: Fax:
Lender #2:
Loan amount:
Contact Name: Email:
Contact Address
City: State: Zip:
Phone: Fax:
Lender #3:
Loan amount:
Contact Name: Email:
Contact Address
City: State: Zip:
Phone: Fax:
Lender #4:
Loan amount:
Contact Name: Email:
Contact Address
City: State: Zip:
Phone: Fax:

Figure 1

❶ **Project CTCAC #:** Select the CTCAC number and Property name from the dropdown box. The fields in white (address, city, state, zip and county) will automatically be filled in. Since names are sometimes similar for different CTCAC properties, confirm the address to ensure the LP form reflects the correct property.

> **! Important**
> *You can only make a selection from the dropdown box. You cannot type information in this field. If your property name or CTCAC number does not appear on the list, contact the owner to confirm the correct CTCAC number.*

❷ **Project Address:** This information is entered automatically based on the property chosen in #1 above. Confirm that the information is correct.

❸ **Project Information:** Enter the telephone and fax number for the onsite manager. In addition, enter the date the form was completed.

❹ **Lender:** Enter the requested information for the 4 primary Lender(s) with current outstanding loan balance and contact information. If there are no lenders, enter *no lenders* under "Lender #1" of Lender Section.

FINISHING A PROJECT

After correctly entering all of the information in the LP form, save the file with a name such as "Lender_" followed by the project CTCAC number.

Example: Lender_CA-2005-999

SUBMITTING A LP FORM

There are 2 options for submitting the LP form:
- Email the completed LP form to: **TCAC@treasurer.ca.gov or;**
- Only those projects with no computer access can submit a hard copy of the LP form to the attention of: Kimberly Desch-Nilson at 901 P Street, Suite 213A, Sacramento, CA 95814.

DUE DATE

- Tuesday, July 1, 2025