

NEBRASKA

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DEPARTMENT OF REVENUE

# Demonstration of the Nebraska Historic Tax Credit (NHTC)

## Part 5 - Transfers or Distributions of Type A & B Credits

[revenue.nebraska.gov](http://revenue.nebraska.gov)

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# Part 5

## Request for Transfer, Sale, Assignment, or Distribution of Credits

Request for Transfer of Credits

Request for Distribution of Credits

# Who May File.

- Credit holders of Type A NHTC certificates must report the transfer, sale, or assignment (transfer) of credits.
- Credit holders of Type A or Type B NHTC certificates must report the distribution of credits to partners of a partnership, members of a limited liability company, or shareholders of an S corporation.
- The credit holder must have a NHTC certificate issued in the credit holder's name before a request may be submitted.
- Multiple transfers or distributions may be reported on one request as long as the transfer or distribution is for the same certificate number.

## When to File.

- File within 15 days of a transfer of a NHTC or after a distribution of the NHTCs occurs.
- The Department will record the transfer or distribution and issue new certificates to the recipients based on the information provided.

## Where to File.

- File the transfer or distributions of NHTCs at [nhtc.ne.gov](http://nhtc.ne.gov). If you have not previously logged in, you will be required to Register as a New Applicant or Credit Holder.

# **Transfer of Credits**

## **(Type A only)**

## Applicant/Credit Holder

Refresh

**First Name** 
**M.I.** 
**Last Name**

**SSN**

## Certificates

Certificates

Message Center for Certificates

Certificate Number	Property Name	Address	Placed In Service Date	Current Balance	Issue Date	Action Required	Download
B160049W787635	LG160049	l, l Nebraska 55555-5555	Dec 1, 2016	\$ 2,750.00	Dec 21, 2016		 <span style="background-color: #ccc; padding: 2px 5px; border-radius: 3px; cursor: pointer;">↓ Download</span>
A160050X162111	LG160050	d, d Nebraska 55555-5555	Dec 21, 2016	\$ 55,000.00	Dec 21, 2016		 <span style="background-color: #ccc; padding: 2px 5px; border-radius: 3px; cursor: pointer;">↓ Download</span>

## Certificates.

- Type A certificates begin with a capital 'A.'
- From the applicant's home page in the Certificates section, click on the Type A certificate you want to transfer credits from.

## Certificate Transaction History for A160050X162111

Transactions								
Certificate Number	Date of Transfer/Distributi	Request Date	Recipient/Owner Name	Transaction Type	Debit	Credit	Ledger Balance	Requ
A160050X162111	12/21/2016		Glaser, Lee		\$0.00	\$55,000.00	\$55,000.00	Ap

<

>

✓
Transfer / Distribute

◀
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## Transfer/Distribute.

- Click on “Transfer/Distribute.”

PART 5: Request for Transfer, Sale, Assignment, or Distribution of Credits
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Enter NHTC Certificate #:

**Subject Property**

Historic Name (if applicable): LG160050

Address: d    City: d    State: Nebraska    ZIP Code (+4): 55555-5555

Placed In Service Date: Dec 21, 2016    NHTC ID Number: 160050

**Transfer or Distribution**

Select one  Transfer  Distribute

## Transfer or Distribution.

- Verify the correct Certificate Number was selected and the Subject Property is correct.
- If the information is correct, select “Transfer.”

PART 5: Request for Transfer, Sale, Assignment, or Distribution of Credits
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Enter NHTC Certificate #:

---

**Subject Property**

Historic Name (if applicable): LG160050

Address:  City:  State: Nebraska ZIP Code (+4): 55555-5555

Placed In Service Date: Dec 21, 2016 NHTC ID Number: 160050

---

**Transfer or Distribution**

Select one  Transfer  Distribute

**Transfer, Sale, or Assignment of Type A Credit Information**

1. Total Type A Credits Held by the Transferor Before Transfer, Sale, or Assignment	\$ 55,000.00
2. Enter The Total Type A Credits Transferred, Sold, or Assigned	\$ 20,000.00
3. Total Type A Credits Held by the Transferor After Transfer, Sale, or Assignment	\$ 35,000.00

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▶ Next

## Transfer of a Type A Credit Information.

- Line 1 populates with the current credit balance.
- On line 2, enter the total amount of the transfer request.
- Line 3 automatically calculates and shows the new credit balance after the transfer is complete.
- Click “Next” to continue.

## Individual/Organization.

- Select “Individual” or “Organization” for each recipient of a transfer of NHTCs.
- The screen will change based on your selection.

PART 5: Request for Transfer, Sale, Assignment, or Distribution of Credits Help

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### Transferee, Buyer, or Assignee

\*Individual/Organization:  Individual  Organization

\*Address 1:

Address 2:

\*City:

\*State:

\*ZIP Code +4:  -  [Zip Code Lookup](#)

\*Email:

\*Confirm Email:

\*Date of Transfer, Sale, or Assignment:

\*Total Transfer Amount: \$

\*Amount of Transfer: \$

Comment:

### **\*\*\*IMPORTANT\*\*\***

- It is very important that the information entered on behalf of a recipient of NHTCs is correct.
- If you enter the wrong information, the recipient will not match up to the pending request upon login.
- Before transferring credits, always verify that you have the recipient's correct SSN/FEIN and email address.

## Individual.

- Enter the required information for each individual receiving a transfer of credits.
- Click on “Add to List” after entering each individual’s information.
- Then, continue to enter any remaining recipients.

PART 5: Request for Transfer, Sale, Assignment, or Distribution of Credits
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Part 5-A

### Transferee, Buyer, or Assignee

- Individual/Organization:
- First Name
- M.I.
- Last Name
- Title
- Address 1:
- Address 2:
- City:
- State:
- ZIP Code +4:
- Email:
- Confirm Email
- SSN
- Confirm SSN
- Date of Transfer, Sale, or Assignment:
- Total Transfer Amount:
- Amount of Transfer:
- Comment:

Individual
  Organization

▼

-

Zip Code Lookup

Add to List

## Organization.

- Enter the required information for each organization receiving a transfer of credits.
- Click on “Add to List” after entering each organization’s information.
- Then, continue to enter any remaining recipients.

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PART 5: Request for Transfer, Sale, Assignment, or Distribution of Credits

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Part 5-A

### Transferee, Buyer, or Assignee

- Individual/Organization:
- Organization
- Address 1:
- Address 2:
- City:
- State:
- ZIP Code +4:
- Email:
- Confirm Email
- FEIN
- Confirm FEIN
- Date of Transfer, Sale, or Assignment:
- Total Transfer Amount:
- Amount of Transfer:
- Comment:

Individual
 Organization

-  [Zip Code Lookup](#)

Add to List

PART 5: Request for Transfer, Sale, Assignment, or Distribution of Credits
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### Transferee, Buyer, or Assignee

Transferee, Buyer, or Assignee Information										
Individual/Organization	Mailing Address ↕	City	State	Zip Code	Email Address	SSN or FEIN	Date	Amount	Edit	Delete
John, Smith	123 B Street	Lincoln	Nebraska	68509-5555	johnsmith@gmail.com	555-55-5555	Jun 12, 2017	\$8,000.00	<span style="background-color: #00bcd4; color: white; padding: 2px 5px;">✓Edit</span>	<span style="background-color: #f44336; color: white; padding: 2px 5px;">✗Delete</span>
ABC Corporation	987 Z Street	Omaha	Nebraska	68102-1836	abccorp@gmail.com	99-9999999	Jun 12, 2017	\$12,000.00	<span style="background-color: #00bcd4; color: white; padding: 2px 5px;">✓Edit</span>	<span style="background-color: #f44336; color: white; padding: 2px 5px;">✗Delete</span>
								<b>Total:</b>	<b>\$ 20,000.00</b>	

## List of Recipients.

- After adding all recipients for one transfer request, always verify that the “Total” on this screen equals the amount you intended to transfer.

## Person Authorized to Sign.

- Enter the name of the individual who currently holds the credit if the current credit owner is a sole proprietor; or enter the name of an authorized partner, member, or corporate officer of the credit holder's organization if the current credit owner is an organization.
- If the name entered is someone other than described above, a **Power of Attorney, Form 33**, must be signed by an authorized person and submitted to the Department.
- By including an email address, you are agreeing that the Department may use it to transmit confidential information through a secure website.

**Person Authorized to Sign**

The name entered below must be the credit holder when the credit holder is a sole proprietor or must be an authorized partner, member, or corporate officer of the credit holder's organization. If the name entered below is someone other than listed above, [A Power of Attorney, Form 33](#) must be signed by the authorized person and attached below.

Person Authorized to Sign, Power of Attorney, Form 33

✚ Attach Power of Attorney, Form 33

\*First Name:

\*Last Name:

\*Title:

\*Telephone:

\*Email:

\*Confirm Email:

By including your email address, you are agreeing that the Department may use it to transmit confidential information through a secure website.

By checking this box I declare that I am the credit holder and have read the statement below.

The act of e-filing this request is the signature of the credit holder. By submitting this electronic request, I declare under penalties of law that I have examined this electronic request, including accompanying attachments, and to the best of my knowledge and belief, it is true, correct, and complete. This declaration is based on all information that I have any knowledge of.



### Check Box.

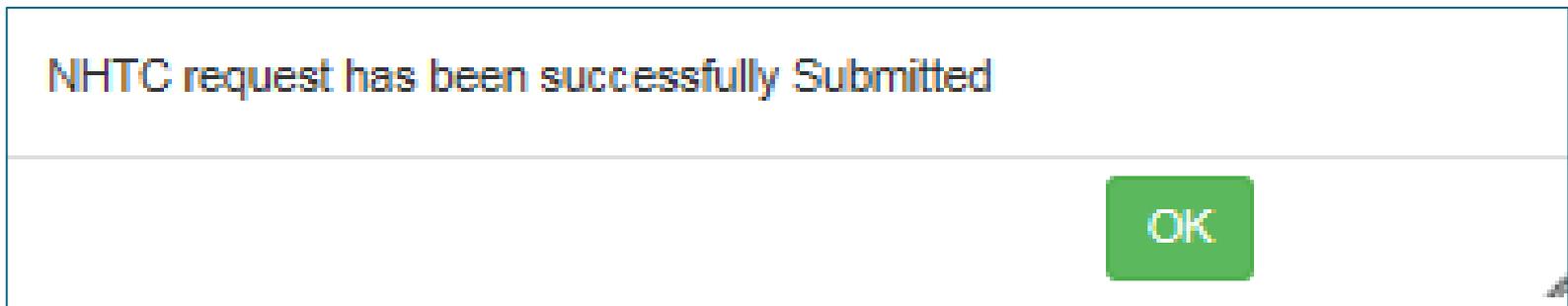
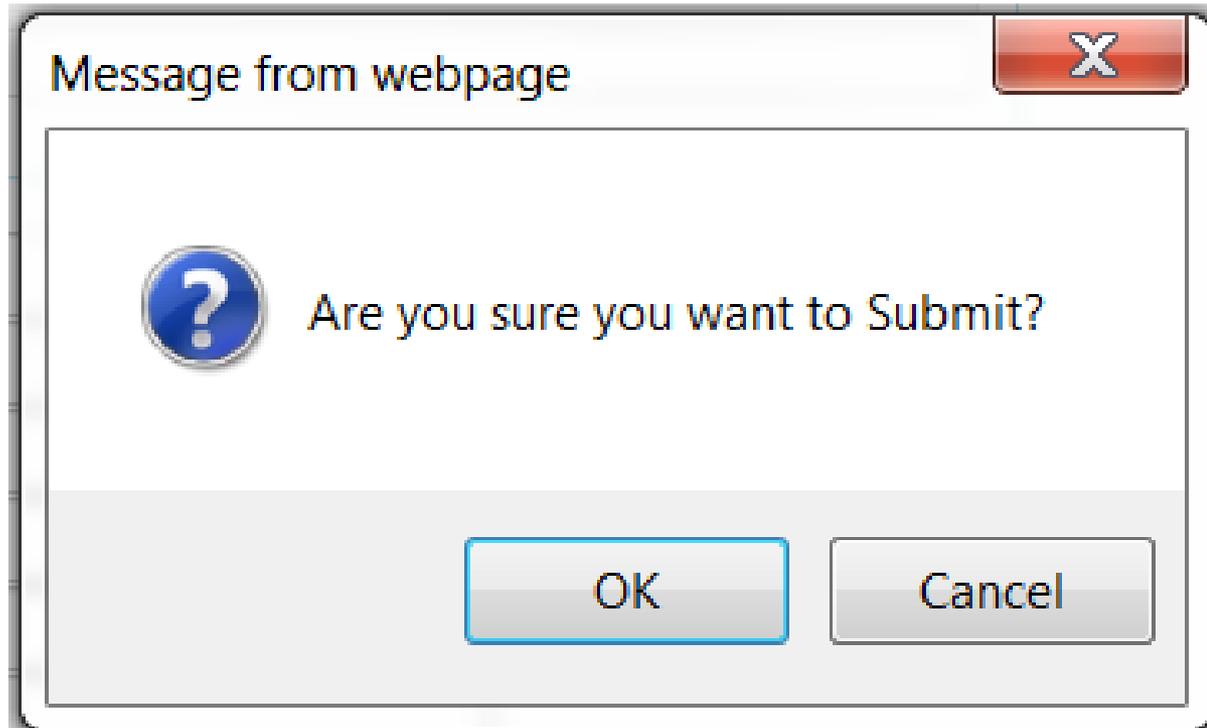
- This box must be checked in the NHTC web application before you are allowed to submit the transfer request.

### Authorized Signature.

- The “act of e-filing” this request constitutes the signature of the credit holder. “By submitting this electronic request, I declare under penalties of law that I have examined this electronic request, including accompanying attachments, and to the best of my knowledge and belief, it is true, correct, and complete.”
- This declaration is based on all information that I have any knowledge of.

### Submitting the Request.

- After all information has been provided and the box is checked, click the “Submit” button to complete the transfer request.



## Transfer of Credits (continued)

From: [rev.noreply@nebraska.gov](mailto:rev.noreply@nebraska.gov) [<mailto:rev.noreply@nebraska.gov>]

Sent: Tuesday, June 13, 2017 3:07 PM

To: Rev NHTC <[rev.nhtc@nebraska.gov](mailto:rev.nhtc@nebraska.gov)>

Subject: A Nebraska Historic Tax Credit Certificate Request is Pending and Awaiting Action.

A Nebraska Historic Tax Credit Certificate Request is Pending and Awaiting Action. Use the URL below to link to the Nebraska Historic Tax Credit (NHTC) website to confirm or deny your request. If you do not have an existing username and password, click Register New Applicant or Credit Holder and create a user account for the individual or organization receiving the NHTCs. The request requiring your action is located in the Certificate Requests region. Click the applicable icon in the Review Certificate Request column to start the review. If you are not presented with the request that relates to your transaction, contact the person who initiated the request. If the information reported on your behalf is correct select Confirm. Confirmed requests for transfer of NHTCs will automatically be approved and a certificate/s created. Requests for distribution of NHTCs require an approval by the Department of Revenue before certificates are issued.

If the information reported on your behalf is incorrect select Deny. Denied requests will be returned to the transferor or distributor for correction and resubmission. You will then receive a new pending request for review. Confirmed requests for transfer of NHTCs will automatically be approved and a certificate/s created.

Requests for distribution of NHTCs require an approval by the Department of Revenue before certificates are issued.

NHTC ID Number: xxxxxx

URL: <https://nhtc-pre-cat.ne.gov/revshsnhtc/public/login.faces>

The NHTC web application sends an email to the recipients of the transfer informing them that a request is pending and awaiting action.

# **Distribution of Credits (Type A or Type B)**

Applicant/Credit Holder Refresh

First Name

SSN

M.I.

Last Name

Certificates

Certificates

Message Center for Certificates

Certificate Number	Property Name	Address	Placed In Service Date	Current Balance	Issue Date	Action Required	Download
<a href="#">B160049W787635</a>	LG160049	I, I Nebraska 55555-5555	Dec 1, 2016	\$ 2,750.00	Dec 21, 2016		Download
<a href="#">B160050H225878</a>	LG160050	d, d Nebraska 55555-5555	Dec 21, 2016	\$ 49,980.00	Apr 6, 2017		Download
<a href="#">A160049U718339</a>	LG160049	I, I Nebraska 55555-5555	Dec 1, 2016	\$ 2,690.00	Jun 13, 2017		Download
<a href="#">A160050X162111</a>	LG160050	d, d Nebraska 55555-5555	Dec 21, 2016	\$ 35,000.00	Jun 13, 2017		Download

## Certificates.

- Type A certificates begin with a capital 'A' and Type B certificates begin with a capital 'B.'
- From the applicant's home page in the Certificates section, click on the Type A or Type B certificate you want to distribute credits from.

## Distribution of Credits (continued)

### Certificate Transaction History for A160050X162111

Transactions								
Certificate Number	Date of Transfer/Distribution	Request Date	Recipient/Owner Name	Transaction Type	Debit	Credit	Ledger Balance	Request Status
▼ A160050X162111	12/21/2016		Glaser, Lee		\$0.00	\$55,000.00	\$55,000.00	Approved
Transaction	06/12/2017	06/13/2017	Smith, John	Transfer	\$8,000.00	\$0.00	\$47,000.00	Pending
Transaction	06/12/2017	06/13/2017	ABC Corporation	Transfer	\$12,000.00	\$0.00	\$35,000.00	Pending

✓ Transfer / Distribute

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### Transfer/Distribute.

- Click on “Transfer/Distribute.”

PART 5: Request for Transfer, Sale, Assignment, or Distribution of Credits Help

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Enter NHTC Certificate #:

Subject Property

Historic Name (if applicable): LG160050

Address: d    City: d    State: Nebraska    ZIP Code (+4): 55555-5555

Placed In Service Date: Dec 21, 2016    NHTC ID Number: 160050

Transfer or Distribution

Select one     Transfer     Distribute

### Distribution.

- Verify the correct Certificate Number was selected and the Subject Property is correct.
- If the information is correct, select “Distribute.”

PART 5: Request for Transfer, Sale, Assignment, or Distribution of Credits ? Help

1 Part 5      2 Part 5-A

Enter NHTC Certificate #:

**Subject Property**

Historic Name (if applicable): LG160050

Address: d    City: d    State: Nebraska    ZIP Code (+4): 55555-5555

Placed In Service Date: Dec 21, 2016    NHTC ID Number: 160050

**Transfer or Distribution**

Select one       Transfer  Distribute

**Distribution of Type A Credit Information**

1. Total Type A Credits Held by the Distributor Before Current Distribution	\$ 35,000.00
2. Enter the Total Type A Credits Distributed	\$ 5,000.00
3. Total Type A Credits Held by the Distributor After Distribution	\$ 30,000.00

**Distribution of Credits.**

- Line 1 populates with the current credit balance.
- On line 2, enter the total of the distribution request.
- Line 3 automatically calculates and shows the new credit balance after the distribution is complete.
- Click “Next” to continue.

**Individual/Organization.**

- Select “Individual” or “Organization” for each recipient of a distribution of NHTCs.
- The screen will change based on your selection.

PART 5: Request for Transfer, Sale, Assignment, or Distribution of Credits ? Help

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### Distributee

\*Individual/Organization:  Individual  Organization

\*Mailing Address:

\*City:

\*State:  ▼

\*ZIP Code +4:  -  [Zip Code Lookup](#)

\*Email:

\*Confirm Email:

\*Date of Distribution:

\*Total Distribute Amount:

\*Amount of Distribution:

[Add to List](#)

### **\*\*\*IMPORTANT\*\*\***

- It is very important that the information entered on behalf of a recipient of NHTCs is correct.
- If you enter the wrong information, the recipient will not match up to the pending request upon login.
- Before transferring credits, always verify that you have the recipient's correct SSN/FEIN and email address.

## Individual.

- Enter the required information for each individual receiving a distribution of credits.
- Click on “Add to List” after entering each individual’s information.
- Then, continue to enter any remaining recipients.

PART 5: Request for Transfer, Sale, Assignment, or Distribution of Credits
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### Distributee

<b>Individual/Organization:</b>	<input checked="" type="radio"/> Individual <input type="radio"/> Organization
<b>First Name</b>	<input type="text" value="First Name"/>
<b>M.I.</b>	<input type="text" value="M.I."/>
<b>Last Name</b>	<input type="text" value="Last Name"/>
<b>Title</b>	<input type="text" value="Title"/>
<b>Mailing Address:</b>	<input type="text" value="Mailing Address"/>
<b>City:</b>	<input type="text" value="City"/>
<b>State:</b>	<input type="text" value="State"/>
<b>ZIP Code +4:</b>	<input type="text" value="Zip Code"/> - <input type="text" value="Plus 4"/> <a href="#">Zip Code Lookup</a>
<b>Email:</b>	<input type="text" value="Email"/>
<b>Confirm Email</b>	<input type="text" value="Confirm Email"/>
<b>SSN</b>	<input type="text" value="SSN"/>
<b>Confirm SSN</b>	<input type="text" value="Confirm SSN"/>
<b>Date of Distribution:</b>	<input type="text" value="Date of Distribution"/>
<b>Total Distribute Amount:</b>	\$ 5,000.00
<b>Amount of Distribution:</b>	\$ Amount of Distribution

## Organization.

- Enter the required information for each organization receiving a distribution of credits.
- Click on “Add to List” after entering each organization’s information.
- Then, continue to enter any remaining recipients.

Help
PART 5: Request for Transfer, Sale, Assignment, or Distribution of Credits

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### Distributee

<ul style="list-style-type: none"> <li>• Individual/Organization:</li> <li>• Organization</li> <li>• Mailing Address:</li> <li>• City:</li> <li>• State:</li> <li>• ZIP Code +4:</li> <li>• Email:</li> <li>• Confirm Email</li> <li>• FEIN</li> <li>• Confirm FEIN</li> <li>• Date of Distribution:</li> <li>• Total Distribute Amount:</li> <li>• Amount of Distribution:</li> </ul>	<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Individual</span> <span><input checked="" type="radio"/> Organization</span> </div> <div style="margin-top: 5px;"> <input type="text" value="Organization"/> </div> <div style="margin-top: 5px;"> <input type="text" value="Mailing Address"/> </div> <div style="margin-top: 5px;"> <input type="text" value="City"/> </div> <div style="margin-top: 5px;"> <input type="text" value="State"/> </div> <div style="margin-top: 5px;"> <input type="text" value="Zip Code"/> - <input type="text" value="Plus 4"/> <a href="#">Zip Code Lookup</a> </div> <div style="margin-top: 5px;"> <input type="text" value="Email"/> </div> <div style="margin-top: 5px;"> <input type="text" value="Confirm Email"/> </div> <div style="margin-top: 5px;"> <input type="text" value="FEIN"/> </div> <div style="margin-top: 5px;"> <input type="text" value="Confirm FEIN"/> </div> <div style="margin-top: 5px;"> <input type="text" value="Date of Distribution"/> </div> <div style="margin-top: 5px;"> <input type="text" value="\$ 5,000.00"/> </div> <div style="margin-top: 5px;"> <input type="text" value="\$ Amount of Distribution"/> </div>
--	---

PART 5: Request for Transfer, Sale, Assignment, or Distribution of Credits Help

1 Part 5      2 Part 5-A

### Distributee

Partners, Members, or Shareholders Receiving the Distribution

Individual/Organization	Mailing Address	City	State	Zip Code	Email Address	SSN or FEIN	Date	Percentage	Amount	Edit	Delete
Buss LLC	5555 West Main Street	Norfolk	Nebraska	68701-5555	norfolk@ne.gov	66-666666	Jun 13, 2017	80 %	\$4,000.00	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete
John, Thomas	987 North Street	Omaha	Nebraska	68502-5555	john.thomas@gmail.com	888-88-8888	Jun 13, 2017	20 %	\$1,000.00	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Delete
<b>Total:</b>								<b>100 %</b>	<b>\$ 5,000.00</b>		

### List of Recipients.

- After adding all recipients for one distribution request, always verify that the “Total” on this screen equals the amount you intended to distribute.

•Distribution Agreement – Attach Bylaws or Executed Agreement

+ Attach

### Distribution Agreement.

- Credit holders distributing credits through the ownership structure of a partnership, limited liability company, or S corporation must upload their most current federal Schedule K-1, the entity’s bylaws, or an agreement executed by the partners, members, or shareholders, which support the distribution of credits to the owners.

•Distribution Agreement – Attach Bylaws or Executed Agreement

+ Attach

View after document is attached.

Attachment Table

Testdock	Download	
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### Person Authorized to Sign.

- Enter the name of the individual who currently holds the credit if the current credit owner is a sole proprietor; or enter the name of an authorized partner, member, or corporate officer of the credit holder's

**Person Authorized to Sign**

The name entered below must be the credit holder when the credit holder is a sole proprietor or must be an authorized partner, member, or corporate officer of the credit holder's organization. If the name entered below is someone other than listed above, [A Power of Attorney, Form 33](#) must be signed by the authorized person and attached below.

**Person Authorized to Sign, Power of Attorney, Form 33**

✚ Attach Power of Attorney, Form 33

\*First Name:

\*Last Name:

\*Title:

\*Telephone:

\*Email:

\*Confirm Email:

By including your email address, you are agreeing that the Department may use it to transmit confidential information through a secure website.

organization if the current credit owner is an organization.

- If the name entered is someone other than described above, a **Power of Attorney, Form 33**, must be signed by an authorized person and submitted to the Department.
- By including an email address, you are agreeing that the Department may use it to transmit confidential information through a secure website.

By checking this box I declare that I am the credit holder and have read the statement below.

The act of e-filing this request is the signature of the credit holder. By submitting this electronic request, I declare under penalties of law that I have examined this electronic request, including accompanying attachments, and to the best of my knowledge and belief, it is true, correct, and complete. This declaration is based on all information that I have any knowledge of.

[← Back](#) [Save](#) [Submit →](#)

### Check Box.

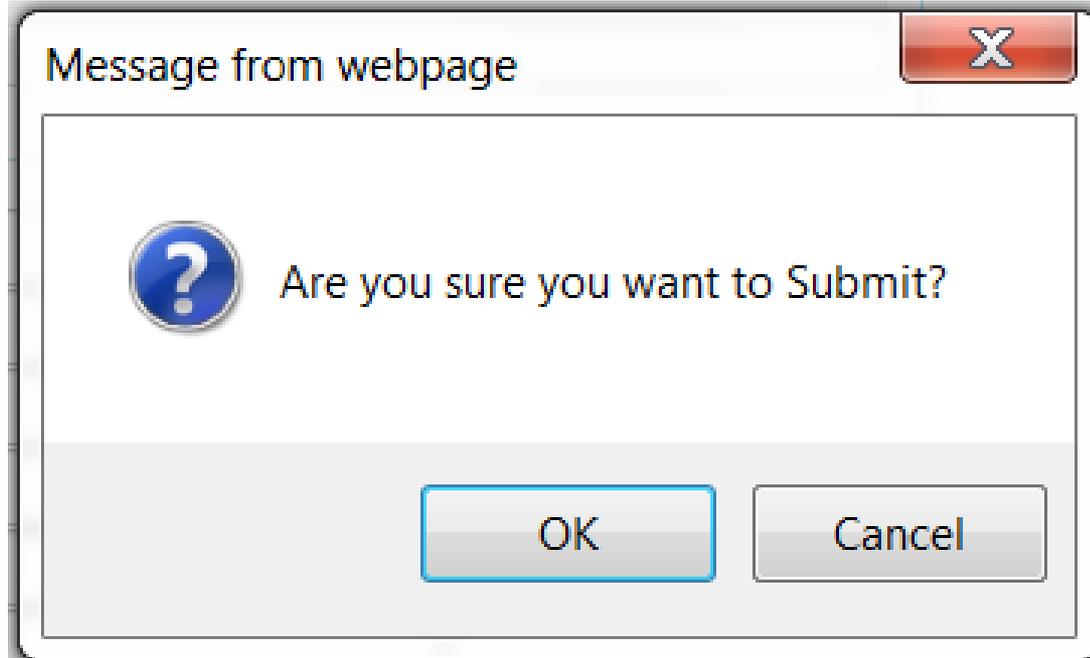
- This box must be checked in the NHTC web application before you are allowed to submit the distribution request.

### Authorized Signature.

- The “act of e-filing” this request constitutes the signature of the credit holder. “By submitting this electronic request, I declare under penalties of law that I have examined this electronic request, including accompanying attachments, and to the best of my knowledge and belief, it is true, correct, and complete.”
- This declaration is based on all information that I have any knowledge of.

### Submitting the Request.

- After all information has been provided and the box is checked, click the “Submit” button to complete the distribution request.



Your request for distribution of the NHTCs has been successfully submitted. After the distributee confirms your request, the Department of Revenue will review the distribution agreement and notify you of the findings.

OK

## Distribution of Credits (continued)

From: [rev.noreply@nebraska.gov](mailto:rev.noreply@nebraska.gov) [<mailto:rev.noreply@nebraska.gov>]

Sent: Tuesday, June 13, 2017 3:07 PM

To: Rev NHTC <[rev.nhtc@nebraska.gov](mailto:rev.nhtc@nebraska.gov)>

Subject: A Nebraska Historic Tax Credit Certificate Request is Pending and Awaiting Action.

A Nebraska Historic Tax Credit Certificate Request is Pending and Awaiting Action. Use the URL below to link to the Nebraska Historic Tax Credit (NHTC) website to confirm or deny your request. If you do not have an existing username and password, click Register New Applicant or Credit Holder and create a user account for the individual or organization receiving the NHTCs. The request requiring your action is located in the Certificate Requests region. Click the applicable icon in the Review Certificate Request column to start the review. If you are not presented with the request that relates to your transaction, contact the person who initiated the request. If the information reported on your behalf is correct select Confirm. Confirmed requests for transfer of NHTCs will automatically be approved and a certificate/s created. Requests for distribution of NHTCs require an approval by the Department of Revenue before certificates are issued.

If the information reported on your behalf is incorrect select Deny. Denied requests will be returned to the transferor or distributor for correction and resubmission. You will then receive a new pending request for review. Confirmed requests for transfer of NHTCs will automatically be approved and a certificate/s created. Requests for distribution of NHTCs require an approval by the Department of Revenue before certificates are issued.

NHTC ID Number: xxxxxx

URL: <https://nhtc-pre-cat.ne.gov/revshsnhtc/public/login.faces>

The NHTC web application sends an email to the recipients of the distribution informing them that a request is pending and awaiting action.



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DEPARTMENT OF REVENUE

**Questions regarding  
Part 5 of the Nebraska Historic Tax Credit  
may be directed to:**

**Sinway Bouzid  
Revenue Tax Specialist Senior,  
Policy Section**

**Nebraska Department of Revenue  
301 Centennial Mall South  
PO Box 94818  
Lincoln, NE 68509-4818  
402-471-5669**

**[sinway.bouzid@nebraska.gov](mailto:sinway.bouzid@nebraska.gov)  
[revenue.nebraska.gov](http://revenue.nebraska.gov)**