

**Transfer Instructions for Housing Enterprise Zone Projects with the
Iowa Economic Development Authority**

Some Housing Enterprise Zone (HEZ) tax credits are transferrable to other taxpayers. The Iowa Economic Development Authority (IEDA) no longer processes tax credit transfer requests under the HEZ program; all requests for transfers must be submitted to the Iowa Department of Revenue.

Please note that before a transfer request can be processed by the Department of Revenue, the HEZ project must be closed out by the IEDA. IEDA will issue an original tax credit certificate to the awardee. (Please see instructions on the IEDA website regarding instructions for closing out an HEZ project)

Instructions for requesting a transfer of HEZ tax credits are as follows:

1. Complete the two transfer sections on the original tax credit certificate issued by IEDA and submit that original tax credit certificate to the Department of Revenue. The transfer sections should include the following:
 - a. Name, address, tax ID number, tax type, and tax year ending date of taxpayer to receive credits (transferee)
 - b. Contact information and address where transferred tax credit certificate should be mailed
 - c. Amount of credit to be transferred
 - d. Date of transfer
 - e. Amount and type of consideration provided in exchange for the tax credit
 - f. Signature of the transferor attesting to the accuracy of transfer information provided

2. Send request with attachments to:

Jennifer Tilkes
Tax Research and Policy Analysis
Iowa Department of Revenue
PO Box 14461
Des Moines, Iowa 50306-3461

3. Requests for transfers must be submitted within 90 days of the sale of the tax credit. Transferred tax credits will be issued within 30 days.

Please contact Jennifer Tilkes at 515-281-3242 or Jennifer.tilkes@iowa.gov if you have any questions regarding your transfer request.