



CITY OF PHILADELPHIA
DEPARTMENT OF REVENUE

FOR DEPARTMENT USE ONLY

Application No. _____

Date Received _____

2026 RENEWAL APPLICATION

FOR TAX CREDIT FOR CONTRIBUTION TO A COMMUNITY DEVELOPMENT CORPORATION OR NONPROFIT INTERMEDIARY (SECTION 19-2604 OF THE PHILADELPHIA CODE) DUE DATE OCTOBER 15, 2025

SECTION I

Applicant/Sponsor ☐

Co-Sponsor ☐

1. Applicant's Name

2. Address

3. Contact Person

4. Telephone Number & Email Address

5. Federal Employee Identification

6. BIRT Account Number

7. Date of Annual Contribution To
Community Development Corporation

8. Commencement Date

SECTION II

Community Development Corporation ☐

Nonprofit Intermediary ☐

1. Name of Community Development Corporation

2. Address

3. Contact Person and Title

4. Telephone Number & Email Address

5. BIRT Account Number

6. Federal Employee Identification Number

7. Geographic Boundaries of Target Area

8. City Council District(s)

City of Philadelphia

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SECTION III

Attachments

The following information must be submitted with this application:

1. Provide current five (5) year Economic Development plan.
 - **For the purposes of this program, Economic Development is defined as:**
Activities that increase economic opportunity for individuals or that stimulate or retain businesses or permanent jobs. Economic Development does not include activities for the development of housing, education, recreation, religious facilities or related activities.
2. Provide a narrative that reports on activities undertaken in past year. Explain how these activities result in the outcomes that meet the above definition of Economic Development.
 - Provide a detailed breakdown of how the budgeted tax credit funds were spent in the past year.
3. Provide a narrative that describes activities to be undertaken in the upcoming year. Explain how these activities result in the outcomes that meet the above definition of Economic Development.
 - Provide a budget showing how the tax credit funds will be spent in the upcoming year.
4. Attach the Board of Directors list of the Qualifying Community Development Corporation (QCDC) or Qualifying Nonprofit Intermediary (QNPI).
5. Attach QCDC's/ QNPI's organizational budget.
6. Attach an executed copy of the QCDC or the QNPI Certification of Compliance with all Federal, State, and City Laws, Ordinances, and Resolutions and Certification of Non-Indebtedness to the City of Philadelphia.

SECTION IV

Certification: To be signed by an authorized company representative.

I hereby certify that all information contained in this document and attachments are true and correct to the best of my knowledge. If I knowingly make a false statement to obtain the tax credit for contribution to a community development corporation, I _____, may be subject to criminal prosecution.

Company and Signer

Date: _____

Signature: _____

Print Name: _____

Representing: _____

Address: _____

☐ By checking this box, you agree to allow the City of Philadelphia to disclose your name as a Business Sponsor in this Program.

☐ By checking this box, you do not agree to allow the City of Philadelphia to disclose your name as a Business Sponsor in this Program.

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GENERAL INSTRUCTIONS

- A. **Who Must File:** In order to obtain the tax credit authorized under the Contribution To A Qualifying Community Development Corporation or a Qualifying Nonprofit Intermediary, business firms must submit this renewal application for approval.
- B. **When to File:** Renewal Application must be filed on or before October 15th of each year with the City of Philadelphia, Department of Revenue.
- C. **Signature and Submission:** The application must be signed by an authorized officer of the applicant.
- D. **Claiming Tax Credit:** Please submit your completed BIRT return with the Schedule SC and NPT return (if applicable) electronically or by mail to:
Philadelphia Department of Revenue
P.O. Box 1660, Philadelphia
PA 19105-1660.

Email a copy (front & back) of the cancelled check remitted to the QCDC/ QNPI in the year you are claiming your credit to manuela.hartley@phila.gov.

Section I

- Item 1: Indicate exact name of business firm.
- Item 2: Indicate address to which correspondence concerning this application is to be directed.
- Item 3: Person to be contacted if additional information is needed.
- Item 4: Telephone number and Email address of contact person.
- Item 5: Indicate Federal Identification Number (EIN) assigned to the business.
- Item 6: Indicate City of Philadelphia Business Income and Receipts Tax (BIRT) Account Number assigned to the business.
- Item 7: List the date or dates of the \$100,000 Annual Contribution to the Community Development Corp or Nonprofit Intermediary (per your Contribution Agreement).
- Item 8: Indicate the commencement date that the business partner entered into the Community Development Tax Credit Program.

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Department of Revenue

Section II

- Item 1. Indicate exact name of Qualifying Community Development Corporation or Qualifying Nonprofit Intermediary.
- Item 2: Address of Qualifying Community Development Corporation or Qualifying Nonprofit Intermediary.
- Item 3: Person to be contacted if additional information is needed.
- Item 4: Telephone number & Email Address of contact person.
- Item 5: Indicate City of Philadelphia Business Income and Receipts Tax (BIRT) Account Number assigned to the business.
- Item 6: Indicate Federal Identification Number (EIN) assigned to the Qualifying Community Development Corporation or Qualifying Nonprofit Intermediary.
- Item 7: Geographic location of project.
- Item 8: Indicate City Council District(s) of the Qualifying Community Development Corporation or Qualifying Nonprofit Intermediary

Section IV

This section certifies that the information provided in the application is true and correct to the best of the signer's knowledge. The signer must have the authority to bind the applicant to the terms and conditions of Section 19-2604 (6) of the Philadelphia Code and Section 501 of the Business Income and Receipts Tax Regulations. False information may subject the signer and company to criminal prosecution.

NOTE: This application is for participation in the program for calendar year 2026. The \$100,000 contribution should be made to the QCDC/QNPI during the 2026 tax year and the 2026 credit will be taken as a credit on the 2026 BIRT which is due April 15, 2027.



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Application Approval

Name of Applicant _____

Department of Revenue

Approving Authority

REVENUE COMMISSIONER & CHIEF COLLECTIONS OFFICER

Title

Date

Department of Commerce

Approving Authority

DEPUTY COMMERCE DIRECTOR

Title

Date

**CERTIFICATION OF COMPLIANCE WITH ALL CITY
LAWS, ORDINANCES, AND RESOLUTIONS**

AND

CERTIFICATION OF NON-INDEBTEDNESS TO THE CITY OF PHILADELPHIA

The undersigned hereby certifies and represents to the City of Philadelphia that they are currently in compliance and shall remain in compliance with all City laws, ordinances, and resolutions.

In addition, the undersigned hereby certifies and represents to the City of Philadelphia that they are not currently indebted to the City for any delinquent taxes, and shall not at any time during the term of the Tax Credit Program be indebted to the City for or on account of any delinquent taxes (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), liens, judgment, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established.

If the undersigned is determined to be in violation of said laws, ordinances, and regulations, the City may disqualify them from the Tax Credit Program.

Name of Business Sponsor/Co Sponsor

By:

Authorized Signature

Title:

Print Name

Attest:

Secretary or Treasurer

Print Name

Business Sponsor/Co Sponsor

QUALIFYING COMMUNITY DEVELOPMENT CORPORATION
(“QCDC”)/QUALIFYING NONPROFIT INTERMEDIARY (“QNPI”)’S
CERTIFICATION OF COMPLIANCE WITH ALL FEDERAL, STATE, AND CITY
LAWS, ORDINANCES, AND RESOLUTIONS

AND

CERTIFICATION OF NON-INDEBTEDNESS TO THE CITY OF PHILADELPHIA

The QCDC/QNPI hereby certifies and represents to the City of Philadelphia that the QCDC/QNPI and the QCDC’s/QNPI’s parent company(ies) and subsidiary(ies) are currently in compliance and shall remain in compliance with all City laws, ordinances, and resolutions.

In addition, the QCDC/QNPI hereby certifies and represents to the City of Philadelphia that the QCDC/QNPI and the QCDC’s/QNPI’s parent company(ies) and subsidiary(ies) are not currently indebted to the City for any delinquent taxes, and shall not at any time during the term of the Tax Credit Program be indebted to the City for or on account of any delinquent taxes (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), liens, judgment, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established.

If the QCDC/QNPI or the QCDC’s/QNPI’s parent company(ies) and subsidiary(ies) are determined to be in violation of said laws, ordinances, and regulations, the City may disqualify the QCDC/QNPI from the Tax Credit Program.

Name of QCDC/QNPI

By: _____
Authorized Signature

Title: _____
President or Vice President

Print Name

Attest: _____
Secretary or Treasurer

Print Name

Community Development Corporation/Nonprofit Intermediary