



MANAGEMENT BULLETIN #593

DATE: 12/11/2024
TO: Owners and Agents of IHDA Assisted and Financed Properties
CC: IHDA Asset Management Staff
FROM: IHDA Asset Management Department
RE: Reminder - Changes to Tax Credit Monitoring Fee Invoicing

SUMMARY:

This friendly reminder follows the notification provided in **Management Bulletin 591**, issued on **November 15, 2024**. To support a seamless transition to the new process, the following summary outlines the updated steps. You may review the original communication [here](#).

Key Updates:

New Invoicing System

1. Effective **December 2, 2024**, monitoring fee invoices transitioned from DMS Authority Online to Oracle.
2. After this date, invoices will no longer be accessible through DMS Authority Online.
3. Invoices will be issued annually by IHDA's Accounting Department on or around **January 1**, with payment due by **April 1**.
4. Invoices will be emailed from AccountsReceivable2ihda.org to the primary owner contact.

Updated Payment Address

1. Starting January 1, 2025, payments for compliance year 2024 and beyond should be sent directly to: **Illinois Housing Development Authority P.O. Box 851717 Minneapolis, MN 55485-1717**
2. Please do not send payments to the Chicago Multifamily or Asset Management lockbox addresses, via wire, or to IHDA's office location.

Payment Details

When submitting payments, ensure the following details are included for proper application:

1. Invoice number
2. PID (Property ID)
3. Property name
4. Attach the remittance portion of the invoice

IHDA remains committed to providing valuable support and guidance throughout this process. If you have any questions or need assistance, please do not hesitate to contact your Asset Manager or Compliance Analyst.

Thank you for your attention to these updates and for your continued partnership with IHDA.





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