



PLEDGE AGREEMENT INSTRUCTIONS

The *Pledge Agreement* is a three-party agreement which requires the legally authorized signatures of the business donor, the grantee, and CDFA. This allows CDFA to allocate the tax credit, and gives CDFA leverage should the business attempt to renege on the pledge.

1. Have an authorized official from the business fill out the CONTRIBUTOR INFORMATION on page three of the form. This official must sign the form.
2. The donor must also fill out Attachment A (page four). Here they will indicate the amount of their pledge. They'll also indicate the end of their fiscal year (for state tax purposes). The donor has the option of fulfilling their pledge in more than one payment, so they can indicate the amount and date(s) they would like to be invoiced by CDFA. (We'll invoice them approximately 30 days before the date(s) they select).
3. Have the donor mail, fax, or email a scan of the completed, signed pledge to you (not CDFA).
4. If you haven't already, fill out the information under NONPROFIT RECIPIENT ORGANIZATION and counter sign the pledge.
5. To submit the pledge form to CDFA, log into GMS and go to MY GRANTS. There, select CORRESPONDENCE and click on ADD to start a new message.
6. In the TO: field, select "PLEDGE AGREEMENT." Fill in the subject line and brief message about your latest pledge. Under ATTACHMENTS, click on CHOOSE FILE and attach the scanned .pdf of the signed pledge. Click SEND.

Note: Pledge forms completed online at nhcdfa.org automatically fill out steps 1 & 2 for the donor. Proceed to step 3 and continue the process.

CDFA will send a copy of the fully executed agreement to you via GMS system. We recommend you send a copy of the final agreement with a personalized thank you note to your donor.

CDFA will then send letters to the business donor affirming their state tax credit and affirming receipt of their charitable contribution (for federal tax purposes). As the amount of tax credits CDFA is allowed to distribute each state fiscal year is capped, CDFA will in some cases alter the fiscal year for which the donor may use their tax credit, rolling it into the next state fiscal year.

CDFA will not accept any modifications to the Pledge Agreement at either the request of the donor or grantee.

For complete information on the obligations and benefits of pledge agreements check your award contract or contact your portfolio manager.