

TEXAS HISTORICAL COMMISSION

Texas Historic Preservation Tax Credit Part B and C Fee Transmittal Form

The Texas Historic Preservation Tax Credit (THPTC) program requires review fees for processing of both the **Part B: Description of Rehabilitation** and **Part C: Request for Certification of Completed Work**. Review fees, in accordance with the schedule below, must be received by the Texas Historical Commission (THC) in order for your project application to be placed under review. Currently, review fee payments are payable *by check only*.

Please follow these instructions to ensure your payment is processed efficiently and your review can begin promptly.

- Checks must be made out to the **Texas Historical Commission**.
- In the memo field, please label your check with “**Tax Credit Program**” as well as your **project name** and **project number** (if known).
- **Complete the fee transmittal sheet** (Page 2 of this document), and submit in hard copy with your check.

Mailing instructions

Payments sent by courier (FedEx, UPS, hand delivery) must be submitted to our physical street address, at:

Texas Historical Commission
Texas Historic Tax Credit Program
108 W 16th St, 2nd Floor
Austin, TX 78701

Payments sent by USPS postal mail must be addressed to our Post Office Box at:

Texas Historical Commission
Texas Historic Tax Credit Program
P.O. Box 12276
Austin, TX 78711-2276

THPTC Current Fee Schedule

Eligible costs and expenses (QREs)*	Part A review fee	Part B review fee	Part C review fee
\$5,000 to \$50,000	\$ -	\$ 150	\$ 150
\$50,001 to \$100,000	\$ -	\$ 250	\$ 250
\$100,001 to \$250,000	\$ -	\$ 375	\$ 375
\$250,001 to \$500,000	\$ -	\$ 500	\$ 500
\$500,001 to \$6,000,000	\$ -	0.15% of estimated eligible costs and expenses (QREs)	0.15% of estimated eligible costs and expenses (QREs)
Over \$6,000,000	\$ -	\$ 9,000	\$ 9,000

*When calculating, use the **current** estimated QRE value, as stated on the application you are submitting.

Questions? Please email our Program Specialist at historictaxcredits@thc.texas.gov.

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**Texas Historic Preservation Tax Credit
Part B and C Fee Transmittal Form**

To: Texas Historical Commission
Historic Preservation Tax Credit Program
Attn: Program Specialist

From: _____

Date: _____

ENCLOSED

Review Fee Check for: Part B Part C

Project Number: THPTC-_____ (Leave blank if unknown)

Project Name: _____

City: _____ County: _____

Check amount: _____

NOTES