



Building Identification Number (BIN) Information

In order to stay in compliance with CTCAC's requirement of submitting BINs in the correct IRS format, CTCAC has included in their updated Tenant Income Certification (TIC) form on page four (4) of the instructions the following:

BIN# Enter the building number assigned to the building (from IRS Form 8609).

IRS guidelines for the correct format are as follows:

The BIN will consist of a two character state designation (identical to a postal state abbreviation) followed by a two digit designation representing the year the credit is allocated, and a five digit numbering designation.

When issuing a BIN, CTCAC guidelines dictate a BIN as CA-YY-PPPNN which follows the IRS rules and where YY is the last 2 digits of the allocation year, PPP is the project application ID and NN is the building number within the project (01, 02, 03, etc).

BINs submitted to HUD as part of this CTCAC Demographic Data Collection program must follow this format.

If you'll be entering data into the Spectrum collection software by hand you'll need to be sure that the BIN you enter is the correct BIN (as reported on IRS form 8609) and it must be in the correct format (CA-YY-PPPNN).

===== Do Not Use the Property Identification Number (PIN) for the BIN =====

XML IMPORT: If you're using property management software that will generate a NAHMA LIHTC Data Standard (v1.1 , 2.0, 3.0 or 3.1) compliant file for import into the Spectrum software you'll need to be sure that the BIN is correctly entered in the management software before you create the XML file.

Property Lookup

In an effort to make data entry easier and more accurate we are pre-loading the list of California LIHTC properties (over 3,500) into the software as well as the currently known Owner and Management Company information for each property. Consequently, you'll be able to select the property(s) you're working with and the correct CTCAC number and other property information will be automatically loaded for you.

Additionally, the range of expected Building Identification Numbers (BIN) will be provided in an effort to help make the entry of correctly formatted BINs easier.