



# WHEDA Tax Advantage MCC Program REFINANCE NOTICE and REISSUANCE REQUEST

WHEDA may reissue a MCC provided that the following requirements are met:

- The request must come from the holder of the original MCC and for the same property
- The request must be received within one year of the date of refinance
- Verification the holder of the MCC still occupies the property as their primary residence

Additional Information:

- The reissued MCC replaces the original certificate
- The reissued MCC will be for the outstanding principal balance on the prior mortgage loan as of the date of the refinance
- The tax certificate rate will remain the same
- The borrower cannot take a larger credit amount than what would have been allowed under the existing certificate for any tax year
- The MCC expires on the final payment date of the original mortgage loan

Borrower Name: \_\_\_\_\_  
 Co-Borrower Name: \_\_\_\_\_  
 Property Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Submit the following documentation:

1. **Cashier's check, or money order** made payable to Wisconsin Housing and Economic Development Authority (WHEDA) for the re-issuance fee in an amount of \$300.00.
2. **Copy of the payoff statement** from your original lender detailing the principal balance of the loan you refinanced.
3. **Copy of the Closing Disclosure** from your new lender for the new refinanced loan, signed by Borrowers.
4. **Copy of the Mortgage Promissory Note**, from your new lender, including all riders, addenda, or modifications for the new refinanced loan, signed by Borrowers.
5. **Copy of your most recent, signed Federal Income Tax Return.**
6. **Signed Owner Occupancy Certification (WHEDA form MCC-009).**
7. **Signed Tax-Payer Consent Form (WHEDA form 47).**

**Send all required documentation to:**

WHEDA  
 ATTN: MCC Reissuance Request  
 908 E Main Street Suite 501  
 Madison, WI 53703  
 Or  
 PO Box 1728  
 Madison, WI 53701 - 1728