

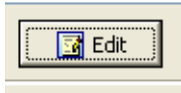
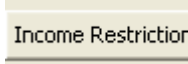
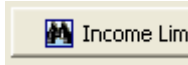
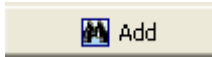
From Client Care at IPM-Software, Inc.
 Phone 1-800-944-5572
 Fax 1-713-944-2554
 Email Support@ipm-software.net

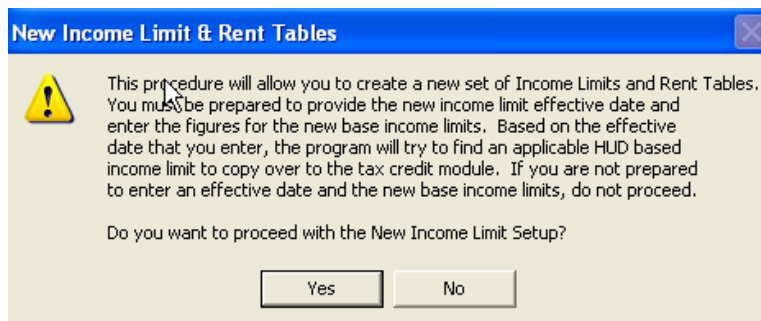
To _____

Fax Back Answers to Frequently Asked Questions

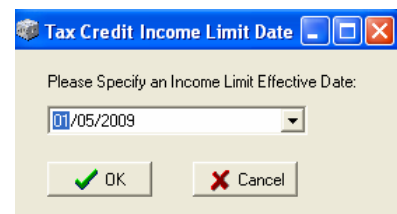
From our initial contact, we believe your situation can be resolved with a few standard directions. As there is sometimes a delay speaking with a Client Care Associate, we hope this document will provide the directions you need to resolve your problem. Please consider these directions as our first attempt to answer your need for assistance. Once you have followed the steps listed here we trust your problem will be resolved.

Subject: Updating the Tax Credit Income Limits in CornerStone

1. Make a backup of your CornerStone program.
2. Go to Property. Make sure you have the correct property selected, then click on the Tax Credit Setup button.
3. On the Property Setup-Tax Credit Property screen, click the Edit button underneath your Tax Credit Allocations.
 
4. On the Edit Allocation Setup screen click the Income Restrictions button. This will take you to the Income Bands screen.
 
5. At the bottom of the Income Bands screen, click on the Income Limits button.
 
6. When the Income Limits screen opens, click the Add button to add the new Income Limits for your Tax Credit property.
 
7. CornerStone will give you a warning before you proceed to enter your new Income Limits. If you have the necessary new information and are ready to proceed, click on Yes.

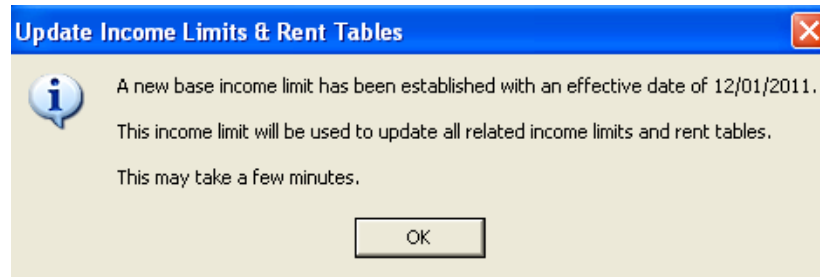


8. Next you will see the Tax Credit Income Limit Date box. Enter the date of the Income Limit change is effective and click OK.



NOTE: If the solution above solves the issue you are encountering, please e-mail the Client Care Dept. at support@ipm-software.net. If there is another issue please call 1-800-944-5572, access our Live Chat, or check out our Web site at www.IPM-Software.net for other Frequently Asked Questions

9. On the Tax Credit Income Limits screen enter the new Income Limits for members 1-8. Click the Save button at the bottom to save your changes. Once you save your changes click the Close button
10. CornerStone will then give you a message that it is going to update the Income Limit Tables.



11. After the process is complete, the program will let you know the Income Limit tables have been updated successfully.

*****You can also find instructions on how to add new Income Limits into CornerStone under the big red Help in CornerStone, under Tax Credit Income Limits.*****

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