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## **HOW CTT WORKS WITH LANDOWNERS/SELLERS WHEN A LANDOWNER REGISTERS WITH OUR FIRM**

Conservation Tax Transfer, LLC (CTT) provides transfer services for landowners who want to sell their conservation tax credit and qualified buyers who want to purchase these credits. We facilitate the transfer of your tax credit for you. Our goal is to help you meet state and federal requirements and seamlessly guide you through the entire tax credit transfer process.

- The Georgia Department of Natural Resources (DNR) administers the conservation tax credit certification program. You are required to complete a **Conservation Tax Credit Certification Application** and submit it to the DNR after your donation has been completed. CTT will either work with you as point person, or become the point person if you chose, to gather all the information needed to complete the certification application from the various conservation professionals you have retained, such as your appraiser and land trust.
- CTT will track your tax credit certification application until it is approved by DNR (no more than 90 days). Once accepted, DNR will issue you a **Tax Credit Certification letter**. This letter is required before a tax credit can either be personally used or transferred. This is a very important step because your application will have to be resubmitted if it is not correctly completed the first time.
- CTT will gather all your donation documents listed on the document checklist of the seller registration form. We will conduct a thorough due diligence review of all of these documents to ensure that your donation meets all state and federal laws, regulations and notices. We will help you make any required changes to your documents, if they are needed.
- CTT will match you with a qualified credit buyer for your tax credit at the highest current market transfer rate. Both you and the buyer(s) execute CTT's **Agreement to Purchase/Sell**. Transfers are completed by delivering to you signed copies of the Agreement and checks from the buyers.
- CTT will prepare all the required paperwork documenting the completed transaction for both you and the buyer(s) to file with your Georgia state income tax returns after your transfer is completed. We will provide you and/or your accountant with Revenue Form IT-CONSV and we will submit form IT-TRANS to the Georgia Department of Revenue within 30 days of transfer.
- CTT is available to answer any questions that you may have about the conservation easement donation process and the transfer and sale of your tax credit. It can seem complicated and confusing at times. We are here to help you through it. Please feel free to call us at any time with your questions.