

# Florida Housing Finance Corporation

## One-Time Payment Instructions for Live Local Program Tax Credit Contributions

When you are ready to make your monetary contribution to Florida Housing Finance Corporation, go to Florida Housing's One-Time Payment site at (<https://www.e-billexpress.com/ebpp/FLHousing/Login/Index>). This link is also on Florida Housing's Live Local Program Tax Credit web page [here](#).

To log into the payment portal to make your monetary contribution, enter your DOR Tax Credit Allocation Confirmation # twice, click "I'm not a robot", then click the **One-Time Payment** button.

The screenshot displays the Florida Housing Finance Corporation's One-Time Payment portal. At the top left is the Florida Housing logo with the tagline "let's make housing affordable™". To the right of the logo are links for "Admin Login" and "English (US)". Below the header, the page title "ONE-TIME PAYMENT" is centered. A red asterisk indicates "Required Fields". The form contains two input fields for "DOR Tax Credit Confirmation #", both containing the number "298723992". Below these fields is a reCAPTCHA widget showing a green checkmark and the text "I'm not a robot", with a "reCAPTCHA" logo and "Privacy - Terms" link. A green button labeled "One-Time Payment" is positioned below the reCAPTCHA. At the bottom left, the text "Florida Housing Finance Corporation | [Contact Us](#) [Logout](#)" is displayed.

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## One-Time Payment Instructions for Live Local Program Tax Credit Contributions

On the next screen, enter your **\*Taxpayer Name**, **\*Phone**, **\*Email** address, and **\*Payment Amount**.

In the **Payment Notes** dropdown, select the “01-Tax Credit Contribution” option. You can add an optional comment or note by clicking the box with the pencil.

The screenshot shows a web form for making a one-time payment. At the top left is the Florida Housing Finance Corporation logo with the tagline "one housing affordable". To the right of the logo is a "Home" link. Further right are "Exit" and "English (US)" options. Below the logo is a red asterisk and the text "\* Required Fields". The main form area has a black header with the word "Home" in white. The form is divided into several sections: 1. Taxpayer Information: Includes fields for "\* Taxpayer Name", "\* Phone" (with a "Mobile" dropdown), and "\* Email". 2. Payment Amount: A field with a "\$" symbol and a dropdown arrow. 3. Payment Notes: A dropdown menu currently showing "Select Option" and a pencil icon for editing. 4. Payment Method: A dropdown menu with a blue plus sign and the word "Enter". 5. Pay Date: A field showing "9/18/2023". At the bottom center is a large green button with a right-pointing arrow and the text "Continue to Payment". On the right side of the form is a "MESSAGES" box with a "View" button. The message text reads: "Please contact us at (850) 488-4197 or LiveLocalTaxCredit@floridahousing.org if you have any questions." Below the message text are two small circles, one white and one blue. At the bottom left of the page is the text "Florida Housing Finance Corporation | [Contact Us](#) [Logout](#)".

Note there is a **MESSAGES** box at the top right of the screen that toggles between contact information and information about the contribution certificate.

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## One-Time Payment Instructions for Live Local Program Tax Credit Contributions

Example of completed Home screen:

The screenshot displays the 'Home' screen of the Florida Housing Finance Corporation's payment portal. The page features a header with the company logo and navigation links for 'Home', 'Exit', and 'English (US)'. A red asterisk indicates required fields. The main form is divided into several sections: 'Taxpayer Name' (Maxwell Insurance), 'Phone' (8505459645), 'Email' (kirstin.helms@floridahousing.org), 'Payment Amount' (\$1200000.00), 'Payment Notes' (01-Tax Credit Contribution), 'Payment Method' (with a '+ Enter' link), and 'Pay Date' (9/18/2023). A green 'Continue to Payment' button is located at the bottom of the form. A 'MESSAGES' section on the right contains a notification about receiving an email with a Certificate of Contribution within 10 days. A red arrow points from the '+ Enter' link to the text below.

Next, click the + [Enter](#) link to the right of \*Payment Method to enter payment details.

## Florida Housing Finance Corporation One-Time Payment Instructions for Live Local Program Tax Credit Contributions

Enter a Payment Method - Select **\*Account Type**, **\*Banking Type** and enter **\*Name on the Account**, **\*Routing Number**, **\*Account #** and **\*Re-enter Account #**.

Note that when you enter the bank **\*Routing Number**, the bank name will automatically display below it. If it does not, the Routing Number is incorrect and needs to be corrected. Select the **Enter Account** button and you will go back to the Home screen.

### Enter a Payment Method ✕

**\* Required Fields**

#### BANK ACCOUNT

**\* Account Type**

**\* Banking Type**

**\* Name on the Account**

**\* Routing Number**  
  
WELLS FARGO BANK, NA

**\* Account #**

**\* Re-enter Account #**

Pay to the Order of \_\_\_\_\_

⑆ 123456789 ⑆ 000123456 ⑆ 1111

Routing Number      Account Number

*Make sure to use your bank account number, not your ATM or Debit card number.*

By continuing this action, you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

# Florida Housing Finance Corporation

## One-Time Payment Instructions for Live Local Program Tax Credit Contributions

Back on the Home screen, click **Continue to Payment** to verify the payment details.

The screenshot displays the Florida Housing Finance Corporation website's payment interface. At the top left is the logo with the tagline "Let's make housing affordable™". The top right features a "Home" link, an "Exit" button, and a language selector for "English (US)". A red asterisk indicates "Required Fields". The main content area is titled "Home" and contains a payment form with the following fields:

- \* Taxpayer Name:** Maxwell Insurance
- \* Phone:** 8505459645 (with a "Mobile" dropdown)
- \* Email:** kirstin.helms@floridahousing.org
- \* Payment Amount:** \$ 1200000.00
- Payment Notes:** 01-Tax Credit Contribution (with an edit icon)
- \* Payment Method:** WELLS FARGO BANK, NA \*\*\*\*\*7890 (with an "Enter" button)
- \* Pay Date:** 9/19/2023

At the bottom of the form is a green button labeled "Continue to Payment". To the right is a "MESSAGES" sidebar with a "View" button and a message: "Please contact us at (850) 488-4197 or LiveLocalTaxCredit@floridahousing.org if you have any questions." The footer contains the text "Florida Housing Finance Corporation | [Contact Us](#) [Logout](#)".

# Florida Housing Finance Corporation

## One-Time Payment Instructions for Live Local Program Tax Credit Contributions

Review the payment details and terms and conditions. If there are errors to be corrected, select [Cancel](#) to go back to the previous screen.

If all payment details are correct, click the **Make Payment** button.

HomeExitEnglish (US)

**\* Required Fields**

### Verify Payment

**PAYMENT SUMMARY**

1 Invoice	\$1,200,000.00	<b>* Payment Method</b> WELLS FARGO BANK, NA *****7890
		<b>* Payment Date</b> 9/18/2023

Payments confirmed before Monday, September 18, 2023 8:00 PM EST will be posted on Monday, September 18, 2023. Payments confirmed after Monday, September 18, 2023 8:00 PM EST will be posted on Tuesday, September 19, 2023.

**Payment Terms & Conditions**

These terms and conditions govern your use of the Internet Bill Presentment and Payment Service (the "Service"). As used in these Terms, the words "we," "us," and "our" refer to Wells Fargo Bank, N.A. (or its affiliate). The words "you" and "your" refer to you as the business entity accepting these Terms and using the Service. The words "you" and "your" also include any user you authorize to use the Service on your behalf.

1. Erroneous Instructions. If we receive a payment instruction authorized by you and the instruction is erroneous in any way, we shall have no obligation or liability for the error.
2. Transaction Limitations. Please be aware that certain types of bank accounts have limits on the numbers of transfers or withdrawals that may be made per month. Your bank may refuse transfers which would exceed such limits, so we recommend you check with your bank to determine what limitations are imposed on withdrawals from any account. If we are not able to debit the amount required to cover an

[Print Terms and Conditions](#)

**\* Taxpayer Name**  
Maxwell Insurance

**\* Email**  
kirstin.helms@floridahousing.org

**Phone**  
8505459645

**\* By clicking the **Make Payment** button you agree to the terms and conditions stated above.**

By clicking the **Make Payment** button I, **Maxwell Insurance**, confirm that today, Monday September 18, 2023, I am authorizing a one-time debit from my Checking account ending in \*\*\*\*\*7890 in the amount of 1,200,000.00 to be remitted to Florida Housing Finance Corporation. This debit will occur on or after Monday, September 18, 2023.

If you have any questions regarding this transaction request, please call 850-488-4197.

**Make Payment** [Cancel](#)

**PAYMENT DETAILS** [Export](#)

Payment Amount	Payment Notes
1,200,000.00	DOR APPLICATION FOR CREDIT CONFIRMATION # 298723992
01-Tax Credit Cc	

**Florida Housing Finance Corporation**  
**One-Time Payment Instructions for Live Local Program Tax Credit Contributions**

A Confirmation pop up will appear with payment details. You can print and save the confirmation for your records.

You will also receive an email from [E-BillExpress@E-BillExpress.com](mailto:E-BillExpress@E-BillExpress.com) with your one-time payment details.

## Confirmation

**Thank You!** Your payment has been made.

[Print Confirmation Page](#)

<b>Payment Date</b>	9/18/2023
<b>Payment Method</b>	WELLS FARGO BANK, NA *****7890
<b>Total Payment</b>	\$1,200,000.00

**Maxwell Insurance**

Payments confirmed before Monday, September 18, 2023 8:00 PM EST will be posted on Monday, September 18, 2023. Payments confirmed after Monday, September 18, 2023 8:00 PM EST will be posted on Tuesday, September 19, 2023.

If you have any further questions about payments to Florida Housing Finance Corporation, please contact our office at 850-488-4197 .

DOR Application for Credit Confirmation #	Confirmation #	Payment Amount
298723992	3100203043	\$1,200,000.00

[Return to Home](#)    [Log Out](#)

# Florida Housing Finance Corporation

## One-Time Payment Instructions for Live Local Program Tax Credit Contributions

On any screen you can click on [Contact Us](#) to see the following Florida Housing Finance Corporation contact information.



Admin Login  English (US) -

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**Phone**  
850-488-4197

**Email**  
[LiveLocalTaxCredit@floridahousing.org](mailto:LiveLocalTaxCredit@floridahousing.org)

Florida Housing Finance Corporation | [Contact Us](#) [Logout](#)

**Florida Housing Finance Corporation**  
**One-Time Payment Instructions for Live Local Program Tax Credit Contributions**

**Reminders:**

1. You must have an approved application for tax credit allocation from the Florida Department of Revenue (DOR) prior to making the monetary contribution to Florida Housing. DOR will provide you with a tax credit confirmation number that must be used to log into Florida Housing's one-time payment site to make the contribution payment.
2. You must make your monetary contribution payment to Florida Housing at least 10 days prior to the tax return due date.
3. Payments confirmed before 8:00 PM EST will post same day. Payments confirmed after 8:00 PM EST will post the following day.
4. Within 10 days of receipt of the contribution payment, a Certificate of Contribution containing the amount of the contribution and the date received will be issued by Florida Housing and sent to the taxpayer and the Florida Department of Revenue. A copy of the Certificate of Contribution must be attached to your tax return when claiming the credit.