



20% Federal Historic Income Tax Credit Instructions for Submitting Your Application

For full information on the 20% Federal Historic Income Tax Credit Program in Illinois, please [visit our website](#).

The Illinois State Historic Preservation Office (SHPO) is now digitally reviewing applications for the Federal 20% tax credit in advance of receiving final hardcopy versions. Once the SHPO digitally approves each application component, the applicant must then mail a hardcopy version to the National Park Service (NPS) in Washington, DC, for their review and a duplicate file copy to the SHPO in Springfield, IL. If the SHPO has previously approved hardcopy portions of your project's application, please contact your SHPO reviewer to confirm this submission process.

Each of the parts of the program application (Parts 1, 2, 3, and an amendment form) is downloadable through [the National Park Service's website](#) and may be submitted to the SHPO separately. For the SHPO digital review, the various components, including the signed forms and narratives, photo keys, architectural plans, and any other supporting documentation, should be separate .pdf files. If you are providing a social security number in Section 4 of the application forms, please omit it from your electronic submissions, but include it on the hardcopies you mail to the NPS. Photographs must be individual, high-quality ".jpg" files, briefly named as address and room or feature (ex. "208 Elm, north elevation.jpg" or "Majestic Hotel, lobby looking SW.jpg"). For clarity, please place all "before," "during" (if applicable), or "after" photos into their own folder and compress (or "zip") it (view [this info from Microsoft regarding zipping files](#)).

Please submit your materials electronically via the State of Illinois' file transfer site at <https://filet.illinois.gov/filet/pimupload.asp> and designate the recipient as either HPA.Incentives@illinois.gov or, if applicable, the email address of the SHPO architectural reviewer you have been working with on this project. If you have more than five (5) files to send, place them into a folder, compress or "zip" the folder, and upload it to the file-transfer site.

Your SHPO reviewer will confirm by email the receipt of your digital submission and may contact you to discuss its content. When the SHPO reviewer has approved the application component, you will receive an email with further instructions authorizing you to ship hardcopies of the approved submission to the NPS and to the SHPO.