



**Application Preparation Form for Educational Improvement Tax Credit Program**

Use this form in preparing for your own application, or complete and have the Jewish Federation submit it on your behalf. For more information, contact Jim Mueth, Director of Planned Giving & Endowments, at 610.821.5500 or at jim@jflv.org. Thank you!

- Have you registered on the DCED website [newpa.com/eitc](http://newpa.com/eitc)? Hit the "Apply" button at the top.
  - Yes ..... Your User Name \_\_\_\_\_ Your Password \_\_\_\_\_
  - No, please register me with a User Name \_\_\_\_\_ and Password \_\_\_\_\_
- Select for which program the application is being made: (EITC for SO or PKSO) or OSTC

**APPLICANT INFORMATION PAGE**

- Company Entity Type:
  - Limited Liability Partnership     Government     Sole Proprietorship     S Corporation
  - Partnership     Non Profit Corporation     Limited Liability Corporation     C Corporation
- Applicant (Company) Name \_\_\_\_\_
- Incorporated in PA..... No  Yes       Registered to do business in PA .....No  Yes
- NAICS Code \_\_\_\_\_ Use the drop down menu provided on the application to find the code.
- PA Revenue Tax Box # **leave blank**
- FEIN or SSN \_\_\_\_\_
- CEO Name \_\_\_\_\_ CEO Title \_\_\_\_\_
- SAP Vendor # **leave blank**
- Application Contact Name \_\_\_\_\_ Title \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 Mailing Address, City, State, ZIP \_\_\_\_\_
- Enterprise type \_\_\_\_\_ (see list on application)

**ADDENDA PAGE**

Choose "Statewide Program" from first "County" dropdown menu which initiates easy autofill

If you applied for EITC (SO or PKSO) and the tax credits are taken, should your application be moved for OSTC consideration?

(If yes, you will lose your place on the EITC wait list.)    No  Yes

- Business Tax Year End \_\_\_\_\_ (MM/DD)
- Revenue ID Number \_\_\_\_\_ (If you do not have one type "0000000000")
- Will the contribution be personal property or services? **Select NO**

Upload files **Do not upload any files**

- Applying for (check all that apply and put in amounts. Note: Contribution will be this amount for each of the 2 years)
  - Pre-K EITC (PKSO) amount to be donated per year \_\_\_\_\_ \$

- K-12 EITC (SO) amount to be donated per year ....\$ \_\_\_\_\_
- K-12 OSTC (OSTC) amount to be donated per year \_\_\_\_\_ \$ (reminder: application is made from a different link on the LOGIN page)

This application is for the following commitment

- Year 1 of a 1-Year Commitment (75% Tax Credit) – not preferred
- Year 1 of a 2-Year Commitment (90% Tax Credit)
- Year 2 of a 2-Year Commitment (90% Tax Credit)

5. Complete total being donated \$ \_\_\_\_\_

6. Hit the "[Calculate Tax Credit](#)" link

**APPLICATION CERTIFICATION PAGE**

If you or someone else is submitting on your behalf, be sure to check the appropriate boxes and include the name of the person submitting.

**SAVE BUT DO NOT SUBMIT UNTIL**  
**MAY 15, 2019 (for renewing/continuing participants)**  
**JULY 1, 2019 (for brand new/first time applications)**

**OTHERWISE YOUR APPLICATION WILL BE DENIED AS THE STATE WILL READ IT AS AN APPLICATION FOR THE PREVIOUS YEARS TAX CREDITS WHICH HAVE ALL BEEN EXPENDED**

For those requesting that the Jewish Federation of the Lehigh Valley complete the application on their behalf, please read and sign below:

*I hereby certify that all information contained herein is true and correct to the best of my knowledge. I acknowledge that tax credits will be awarded only for approved contributions made to Scholarship Organizations listed by the Department (DCED) at [newpa.com/eitc](http://newpa.com/eitc). I am aware that contributions must be made within 60 days of the date on the approval letter and receipts must be forwarded to DCED by the business within 90 days of approval. Furthermore, I acknowledge that if I knowingly make false statements to obtain tax credits, I (company, entity and signer) may be subject to criminal prosecution. I am authorizing my completion of this application to the PA DCED by a third party.*

Signature \_\_\_\_\_ Title \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_