



Always consult your tax expert first.

Step 1: Go to newpa.com/eitc – click “Apply” at the top of the page.

Step 2: Login page: If you are a new participant, register for a new account. Returning participants should enter the previous year’s username and password. For help, contact DCED Customer Service at 1.800.379.7448.

For new participants
in the Educational
Tax Credit Program

If you have previously
submitted an application,
whether or not it was
approved, your original
login should be used.

Step 3: In the upper left corner, select either EITC (for Pre-K/PKSO or K-12 EITC) or OSTC. To open a saved application that you began but did not finish, click EDIT. The EITC program is the preferred program as that is where we have the greatest scholarship need.

Select EITC for
Pre-K (PKSO),
K-12 EITC (SO)

Select OSTC for
K-12 (OSTC)

Select NO

Click EDIT to
continue or edit
saved applications

HINTS AND TIPS AS YOU COMPLETE THE APPLICATION:

- Your application saves automatically.
- An electronic signature is acceptable. The Commonwealth highly recommends that you print out and save a hard copy of the application and signature page. They may perform random audits.
 - **FOR RENEWING APPLICATIONS:** Do not hit the “submit button” until May 15 (or first business day after) or the application will be denied and approval of your application will be at risk.
 - **FOR NEW APPLICATIONS:** Do not hit the “submit button” until July 1 (or first business day after) or the application will be denied and approval of your application will be at risk.

The Jewish Federation of the Lehigh Valley would be glad to review your completed application before submission – simply email it to jeri@jflv.org two weeks in advance of your submission date (noted above).

On page 1 of the application:

- NAICS code can be found by following through with the three selection boxes under the NAICS box.

On page 2 of the application:

- When asked for “County” hit “State-wide Project” and the rest will autofill.
- When asked if you authorize DCED to switch your application request from EITC to OSTC* should your application not be approved, the Federation prefers that you answer “no,” leaving your application on the EITC wait list.
- If you selected EITC on the “Begin a New Application” page, for question #4 you will be selecting one of the following options:**

For school scholarships

- PKSO (Pre-school) Year 1 of a 1-year commitment (90-100% tax credit) – not preferred
- PKSO (Pre-school) Year 1 of a 2-year commitment (90-100% tax credit) – **PREFERRED**
- PKSO (Pre-school) Year 2 of a 2-year commitment (90-100% tax credit) – **PREFERRED**
- SO (K-12) Year 1 of a 1-year commitment (75% tax credit) – not preferred
- SO (K-12) Year 1 of a 2-year commitment (90% tax credit) – **PREFERRED**
- SO (K-12) Year 2 of a 2-year commitment (90% tax credit) – **PREFERRED**

- If you selected OSTC on the “Begin a New Application” page, for question #4 you will be selecting one of these following options:**

For school scholarships

- OSTC Year 1 of a 1-year commitment (75% tax credit)*
- OSTC Year 1 of a 2-year commitment (90% tax credit)*
- OSTC Year 2 of a 2-year commitment (90% tax credit)*

**Limited preference for OSTC because we have limited need. Call if you intend to apply for OSTC credits.*

You should receive notification from DCED beginning in early August in a letter indicating either approval of your application, or that it has been placed on a wait list.

When your application is approved, please follow these procedures:

- Contact the Federation when your application has been approved: 610.821.5500 or jeri@jflv.org.
- Within 60 calendar days of receipt of the approval letter, the following items must be submitted to the Federation:
 - A check made out and sent to the **Jewish Federation of the Lehigh Valley**, 702 N. 22nd St., Allentown, PA 18104
 - A copy of DCED’s letter of approval
- You will receive a phone call from the Federation confirming receipt of the check and documents.
- Within a few business days you will receive an envelope containing a Charitable Contribution Receipt and Acknowledgment, which must be forwarded to DCED immediately.
- For most pass-through entities, you may need to submit PA Rev-1123 on or before your tax return or extension filing due date (check with your accountant to confirm).



Thank you for making an impact on a child’s education!

For more information, contact Jeri Zimmerman, at 610.821.5500 or jeri@jflv.org, or visit jewishlehighvalley.org/eitc.