

Virginia Department of Education (VDOE)
Education Improvement Scholarships Tax Credits Program

REQUEST FOR PREAUTHORIZATION FOR TAX CREDITS

(Keep a copy of this form for your records.)

Tax credits can only be issued up to the amount preauthorized. In order for a donor to qualify for tax credits authorized by Section 58.1-439.25 et seq., Code of Virginia:

- VDOE must have issued a preauthorization Approval Letter to the donor on or prior to the date of donation;
- The donor must, within 180 days of the date on the Approval Letter, complete Part 1 of the Approval Letter and submit it, along with the monetary or marketable securities donation to an approved scholarship foundation; and
- Within 40 calendar days from the date of the donation, an authorized representative of the scholarship foundation must complete Part II, certifying the amount of the donation and the date received, and submit this form, the completed Approval Letter, and documentation to support the date and value of the donation to VDOE using the secure Web-based system.

The donor should provide this completed form to an approved scholarship foundation so that an authorized representative of the foundation can submit a preauthorization request on the donor's behalf using VDOE's secure Web-based system. All preauthorization requests submitted by scholarship foundations on behalf of donors will be immediately approved for the amount of the request, as long as the request meets the minimum and maximum donation criteria, and tax credits are available to preauthorize. The submitting scholarship foundation will be able to immediately email the preauthorization Approval Letter to the donor. If the Request for Preauthorization for Tax Credits form is mailed directly VDOE, the paper request will be processed manually and the preauthorization Approval Letter will be mailed directly to the donor. The Approval Letter will not be visible to a scholarship foundation through the online system, so the donor will be responsible for providing the letter to a foundation when making a donation. (Full SSNs must not be emailed, so a full SSN is not included on Approval Letter.) See http://www.doe.virginia.gov/school_finance/scholarships_tax_credits/index.shtml for additional information.

Part I – Donor Information

1. Select the type of taxable entity (Select only One):

- Individual Sole Proprietor Corporation S Corporation Partnership Limited Liability Company (LLC)

2. Donor's Tax ID# (Provide only one SSN or EIN):

_____ (9 digit number, no hyphens)

Donor associated with the above Tax ID#:

3. If Individual Donor, full legal Name:

_____ First Name _____ M.I. _____ Last Name _____ Suffix

4. If Business Donor, full Legal Name::

Name of contact person for Business Donor:

5. Donor's Mailing Address:

6. City/Town, State, ZIP Code:

_____ City / Town _____ State _____ ZIP

7. Donor's Phone Number:

8. Donor's Email Address

Part II – Tax Credit Calculation (For individuals, the minimum donation for issuance of tax credits is \$500 in a taxable year, and the maximum aggregate donations for issuance of tax credits are \$125,000 in a taxable year. An individual that has already been issued tax credits for donations of \$500 or more to a scholarship foundation can be issued tax credits for additional donations to the same scholarship foundation that are less than \$500, provided that the additional donations are made in the same taxable year. There are no limitations for businesses.)

1. Enter the total amount of all qualified donations to be made and submitted for tax credits within 180 calendar days from the approval of this request. \$ _____
2. Enter the total amount of tax credits being requested. (Multiply Part II, Line 1 by 65% (.65). \$ _____

Part III – Declaration

I declare that this form is, to the best of my knowledge and belief, a true, correct and complete request for tax credits, and that I have made myself aware of the requirements for this tax credit as prescribed by the Virginia Department of Education. I understand that this information will be shared with the Department of Taxation for purposes of administering the *Education Improvement Scholarships Tax Credits Program*, and that failure to provide this information may limit my ability to claim the tax credit.

Signature of Individual Donor or Contact Person for Business Donor named above



MCMAHON PARATER SCHOLARSHIP FOUNDATION

Education Improvement Scholarships Tax Credits



McMahon Parater
Scholarship Foundation

LETTER OF INTENT

In support of Catholic education in the Diocese of Richmond, in accordance with the requirements of the Virginia Department of Education, I/we commit:

Total Amount of Gift to be made and submitted for Tax Credits: \$ _____

OPTIONAL: To the extent permitted under the Education Improvements Scholarship Tax Credits Program, I would like this gift to be used for scholarships at the following schools:

I understand that the Education Improvement Scholarship Tax Credits Program requires that my donation be used to provide scholarships to eligible students for qualified educational expenses incurred in attending eligible nonpublic schools. In the event that the schools named above do not have sufficient qualified applicants for these scholarships, the McMahon Parater Scholarship Foundation will distribute these funds, within the provisions of the statute, to qualified students at other eligible Catholic schools within the Diocese of Richmond.

This is how I/we would like my/our name(s) listed in donor recognition:

(Please Print)

Signature: _____ **Date:** _____

Address _____ City, State, Zip

Telephone _____ E-Mail

Please return this Letter with your completed Tax Credit Preauthorization Form to the McMahon Parater Scholarship Foundation by e-mail to MPSF@richmonddiocese.org or fax to (804) 358-9159.

The McMahon Parater Scholarship Foundation (MPSF) will submit your Preauthorization Form securely to the Virginia Department of Education (DOE). Within 48 hours, MPSF will email an Approval Letter to you indicating that the requested tax credits have been reserved. You must sign this Approval Letter and send it to MPSF with your donation. Tax credit preauthorizations become void after 180 days.

MPSF will submit documentation of your donation to the DOE, and will send you an acknowledgment of your gift. Within 40 days, the DOE will mail your tax credit certificate to you.

Please make checks payable to: McMahon Parater Scholarship Foundation. For securities transfers, please call or contact us at MPSF@richmonddiocese.org. To make a secure credit card donation online after you have received your preauthorization approval, please visit <https://www.givecentral.org/mcmf>.

McMahon Parater Scholarship Foundation is a not-for-profit charity under IRS code 501(c)3. Gifts are tax deductible to the fullest extent provided by law. Please consult a tax professional.

**McMahon Parater Scholarship Foundation •
7800 Carousel Lane • Richmond, VA 23294 • 804-622-5190 • Fax: 804-358-9159**

www.mcmahonparater.org