



Strengthening Christian schools, equipping Christian educators®

NORTHEAST REGION

The ACSI Children's Tuition Fund (CTF) is committed to serving its participating businesses by providing relevant program information that is required to successfully apply to any one of the following PA tax credit programs: Educational Improvement Tax Credit Program (EITC); Opportunity Scholarship Tax Credit Program (OSTC); Pre-Kindergarten Tax Credit Program (PKTC).

Program Details

- Businesses must apply through an on-line application for any of the three programs at <newpa.com>
- Businesses entering into their second year of a two year commitment (EITC & OSTC), or coming off a second year commitment and wanting to sign up for a new two year commitment, are to file between May 15 – June 30.
- ACSI CTF is able to complete and submit an on-line application on behalf of businesses
- Pass-through entities and corporations may file an application on the same date

Steps for New Businesses:

1. Review materials enclosed that reference the following:
 - EITC Program (K-12)
 - OSTC Program: (K-12) for students residing within the boundaries of the low performing schools.
 - PKTC (Children 3 and older in a pre-kindergarten program)
2. Complete online application on **July 1, 2015** for one or more of the above programs <newpa.com>
3. Helpful Hints for completing application: see enclosed Desktop Guide.
4. Send enclosed Business Communications Form (BCF) to ACSI CTF, upon submission of online application.
5. DCED Center for Business Financing will approve applications beginning **July 1**.
6. Upon receipt of written notification from DCED that the business has been approved for tax credit, the business must make its contribution to ACSI within 60 days of the date of the letter. Indicate the school for which the contribution is designated. Funds may be totally designated to one school or divided between schools.
7. ACSI will send a written notification of receipt letter of funds and inform the designated school of your contribution.
8. Businesses that elect to take the Pass-through Credit, must file the Irrevocable Pass Through Election Form. This form is available through ACSI CTF.

ELECTION FORM ADDRESS

PA Department of Revenue
Bureau of Corporation Taxes
PO Box 280701
Harrisburg, PA 17128

9. ACSI receipt must be sent within 90 days of approval letter date to DCED to receive tax credit.
Mail receipt to:

SENDING RECEIPT ADDRESS

DCED Center for Business Financing
Tax Credit Division
4th Floor, Commonwealth Keystone Building
400 North Street,
Harrisburg, PA 17120

10. Upon receipt of proof of contribution, the DCED will notify the Department of Revenue to apply the tax credit against the appropriate taxes identified by the business firm in its application.

Steps for Businesses in Second Year of a Two Year Commitment or a Businesses that is Renewing Another Two Year Commitment:

1. Review materials enclosed that references the following:
 - EITC Program (K-12)
 - OSTC Program: (K-12) for students residing within the boundaries of the low performing schools.
 - PKTC (Children 3 and older in a pre-kindergarten program)
2. Complete online application between **May 15 – June 30** for one or more of the above <newpa.com >.
3. Helpful Hints for completing application: see enclosed guidelines
4. Send enclosed Business Communications Form (BCF) to ACSI CTF, upon submission of online application.
5. DCED Center for Business Financing will approve applications beginning July 1.
6. Upon receipt of written notification from DCED that the business has been approved for tax credit, the business must make its contribution to ACSI within 60 days of the date of the letter. Indicate the school for which the contribution is designated. Funds may be totally designated to one school or divided between schools.
7. ACSI will send a written notification of receipt letter of funds and inform the designated school of your contribution.
8. Businesses that elect to take the Pass-through Credit, must file the Irrevocable Pass Through Election Form. This form is available through ACSI CTF.

ELECTION FORM ADDRESS

PA Department of Revenue
Bureau of Corporation Taxes
PO Box 280701
Harrisburg, PA 17128

9. ACSI receipt must be sent within 90 days of approval letter to DCED to receive tax credit. Mail receipt to:

SENDING RECEIPT ADDRESS

DCED Center for Business Financing
Tax Credit Division
4th Floor, Commonwealth Keystone Building
400 North Street,
Harrisburg, PA 17120

10. Upon receipt of proof of contribution, the DCED will notify the Department of Revenue to apply the EITC against the appropriate taxes identified by the business firm in its application.