



Queen of Angels Regional Catholic School.
401 N Easton Road
Willow Grove, PA 19090
215-659-6393 Fax: 215-659-6377



www.goaschool.org

Educational Improvement Tax Credits (EITC/OSTC) Through BLOCS

Step #1: Submit your one-page application to the Commonwealth of Pennsylvania

- A blank copy of this application is attached as Appendix A.
- First Year Applicants: Applications can be received starting on July 1st of each year and continuing through June 30th of the following year or until all credits have been exhausted; whichever comes first.
- Second Year of a Two Year Commitment: Applications must be submitted between May 15th and June 30th to qualify for a two year tax credit level.
- Applications should be sent to BLOCS who will submit on your behalf to the commonwealth or by applying yourself at www.newpa.com.

Step #2: The commonwealth will send you a letter approving your application for the tax credit

- A sample of this letter is attached as Appendix B.

Step #3: Your company then makes its donation to BLOCS

- This contribution must be made within 60 days of the date on the approval letter you received in Step #2. Checks should be payable to BLOCS and sent to 555 Croton Rd, Suite 310, King of Prussia, PA 19406 OR by credit card at www.blocs.org.

Step #4: BLOCS will send your company a receipt showing that the contribution was made within the 60 day window.

- A sample of this letter is attached as Appendix C.

Step #5: Your company then sends this receipt back to the Commonwealth.

- This receipt must be submitted to the Commonwealth within 90 days of the date on the approval letter you received in Step #2. The address to send the receipt (DCED) will be listed on your approval letter.

Step #6: The Commonwealth will provide you with a letter completing the EITC /OSTC process. Submit this letter with your tax return to utilize your credit.

- A sample of this letter is attached as Appendix D.



Business Leadership Organized for Catholic Schools Single Application for Educational Improvement Tax Credit (EITC) and Opportunity Scholarship Tax Credit (OSTC)

* A NAICS Code search can be done at www.NAICS.com

1. Have you registered on the DCED website, www.newPA.com?

Yes

What is your user name? _____ What is your password? _____

No (*BLOCS will assign a user name and password for your business*)

2. Company Entity Type:

Limited Liability Partnership Sole Proprietorship S Corporation

Partnership Limited Liability Corporation C Corporation

3. Federal Employers Identification Number (FEIN) or SSN: _____

4. NAICS* Code _____

5. Company Entity Name: _____

6. Business Address: _____

7. CEO: _____ CEO Title: _____

8. Application Contact Name: _____ Title: _____

Phone: _____ Email: _____

9. Are you applying for:

EITC OSTC Both

9a. EITC amount to be donated per year to BLOCS \$ _____

9b. OSTC amount to be donated per year to BLOCS \$ _____

10. Enterprise type: _____

11. Business Tax Year End: _____ (mm/dd)

12. State: _____ County: _____ Municipality: _____

13. PA corporate Tax Account ID Number: _____

(If your company does not have one write "0000-000")

14. This application is for the following commitment

Year 1 of a 1 Year Commitment (75% Tax Credit)

Year 1 of a 2 Year Commitment (90% Tax Credit) Year 2 of a 2 Year Commitment (90% Tax Credit)

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 www.newpa.com. 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 statement to obtain tax credits, I (company, entity and signer) may be subject to criminal prosecution.

Signature: _____ Date: _____

Print Name: _____ Title: _____



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT
HARRISBURG, PA 17120

OFFICE OF SECRETARY

November 10, 2009

Dear

I am pleased to inform you that your request for tax credits under the Educational Improvement Tax Credit Program has been approved. On behalf of the Commonwealth of Pennsylvania, acting through the Department of Community and Economic Development, I hereby transmit to (the "Business") an offer for Educational Improvement Tax Credits in an amount not to exceed \$8,010 from the Fiscal Year 2009-2010 Educational Improvement Tax Credit allocation and \$8,010 from the Fiscal Year 2010-2011 Educational Improvement Tax Credit allocation based on the Business commitment to make the same amount of contribution for two consecutive years.

The tax credit offer is contingent upon receipt by the Department of proof that a contribution in the amount has been made by the Business to a scholarship organization that is on the Department's list of scholarship organizations, which can be found on its web site at www.NewPA.com/eitc. If the organization you wish to donate to is not yet listed, please contact them immediately to submit their application. In the case of monetary contributions, the proof of contribution must be a written acknowledgement from the organization, signed by an appropriate officer of the organization, specifying the amount of the contribution, date of the check and the date on which the contribution was received by the organization. In the case of contributions involving personal property or services, the Business must provide a letter to the Department, signed by an appropriate officer of the Business, setting forth the value of the personal property or services, and must provide a written acknowledgment from the organization, signed by an appropriate officer of the organization, acknowledging receipt of the contribution of personal property and/or services and the date on which such was received. For services donated to an organization that will not be performed until after the 60-day period, the Business must submit a copy of a letter sent by the Business to the recipient organization, dated within 60 days of the date of this letter, committing the Business to donate the services described. In either case, the contribution must be made by the Business within 60 days of the date of this letter, and proof of the contribution must be provided to the Department within 90 days of the date of this letter.

If the Business does not make its contribution within 60 days of the date of this letter, this offer of tax credits will be rescinded.

To access the second year of Educational Improvement Tax Credits, the Business must submit an application to the Department between May 15, 2010 and June 30, 2010. Following the approval by the Department of the second year tax credit application, the Business should follow the same proof of contribution procedure outlined above to verify that the same amount of contribution was made in year two. Applications received after June 30, 2010 will be considered with all other Educational

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November 10, 2009

Improvement Tax Credit applications for the Fiscal Year 2010-2011 allocation, which will be approved on a first-come-first-served basis. The Department cannot guarantee that second year of tax credits will be available to the Business if the second year application is submitted after June 30, 2010

Send proof of contribution to the following address:

DCED Center for Business Financing, Tax Credit Division
Attention: James O'Donnell
4th Floor, Commonwealth Keystone Building
400 North Street
Harrisburg, PA 17120

Upon receipt of proof of contribution, the Department will notify the Department of Revenue to apply the tax credits against the following taxes: corporate net income tax, capital stock/franchise tax, bank and trust company shares tax, title insurance companies shares tax, insurance premiums tax, mutual thrift institutions tax and the personal income tax of principals of a "pass through entity." The application of tax credits approved may not exceed the tax liability of the Business for the tax year in which the contribution was made. Additionally, a tax credit not used in the tax year the contribution was made may not be carried forward or carried back and is not transferable or refundable.

I would like to thank you on behalf of the Rendell Administration for participating in the Educational Improvement Tax Credit Program. If you should have any questions regarding this letter, contact

Sincerely



Dorothy Kaplan
Deputy Secretary for Business Assistance

**Business Leadership Organized for Catholic Schools**

1001 E. Hector Street, Suite 100
 Conshohocken, PA 19428

484.684.1212 Fax: 484.684.1296
 www.blocs.org

March 2, 2010

Mr. Joe Smith
 President
 Main Street Bank
 100 W. Main Street
 Anytown, PA 19111

Dear Mr. Smith

Thank you for Main Street Bank's generous contribution made recently to Business Leadership Organized for Catholic Schools (BLOCS). Main Street Bank's contribution will be used for our approved innovative K-12 scholarship programs in the Educational Improvement Tax Credit Program.

Please forward a copy of this receipt to the Department of Community and Economic Development within 90 days from the date of your approval letter so that your company may have its tax credits properly posted.

Again, many thanks for your support.

Amount of Cash Contribution: \$89,900.00

Check No. 123456

Date of Check: 02/16/2010

Contribution Received: 03/02/2010

Valuation of Property/Services: 0

Sincerely,

Matthew Hunt

No goods or services were provided in exchange for this donation.
 Please make a note of our new address for future correspondence.

BUILDING A BRIGHTER FUTURE, ONE CHILD AT A TIME.



April 13, 2009

SAMPLE

Dear

I am writing to acknowledge the Department of Community and Economic Development's receipt of your proof of contribution under the Educational Improvement Tax Credit Program. By copy of this letter, we are notifying the Department of Revenue to apply \$54,000 in Educational Improvement Tax Credits to the following taxes identified in your Educational Improvement Tax Credit application:

- Capital Stock/Franchise Tax
- Personal Income Tax

The Department of Revenue will consider tax credits awarded under this program to be effective on the first day of the taxable year in which the contribution was made. The credit will then be used to offset (in full or in part) the quarterly prepayment requirements and the remainder of the tax due for that taxable year. You may speak to a representative in the Department of Revenue concerning the usage of the Educational Improvement Tax Credits, by calling (717) 705-6225.

As a reminder, applications for the second year of Educational Improvement Tax Credits must be received by the Department of Community and Economic Development between May 15, 2009 and June 30, 2009 to insure the availability of tax credits for your business.

Thank you for your participation in the Educational Improvement Tax Credit Program.

Sincerely,

Theodore P. Knorr
Director



Center
for Business
Financing
Tax Credit Division

Commonwealth
Keystone
Building
400 North Street

Harrisburg
Pennsylvania
17120-0225

tel: 717.720.1420
fax: 717.772.3581

866.GO.NEWPA|newPA.com