## 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 <a href="http://www.doe.virginia.gov/school\_finance/scholarships\_tax\_credits/index.shtml">http://www.doe.virginia.gov/school\_finance/scholarships\_tax\_credits/index.shtml</a> for additional information.

## Part I - Donor Information

1.	Individual	e of taxable entity (Sele	Corporation	S Corporation	Partnership	Limited	Liability Company	y (LLC)
2. Donor's Tax ID# (Provide only one SSN or EIN):			(9 digit number, no l	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 Do	onor, full Legal Name::						
	Name of cont	act person for Busines	s Donor:					
5.	Donor's Mailir	ng Address:						
6. City/Town, State, ZIP Code:								
7.	Donor's Phone	e Number:		City / Town		Stat	te ZIP	
8.	Donor's Email	Address						
naxim or dor	num aggregate nations of \$500 re less than \$50 Enter the to	edit Calculation (For donations for issuance of or more to a scholarship 20, provided that the addital amount of all qualifie the approval of this reques	of tax credits are \$12 ip foundation can be ditional donations are d <u>donations</u> to be ma	25,000 in a taxable yea issued tax credits for a e made in the same tax	ar. An individual t additional donatio xable year. There	hat has already has to the same s are no limitation	been issued tax c scholarship founda	redits ation
2.	,	tal amount of tax credits		Multiply Part II, Line 1 i	by 65% (.65).		\$	
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## 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.