



BELLEVILLE

MENNONITE SCHOOL

Follow these simple steps to apply today:

STEP 1: Check your estimated tax liability for one of the following taxes:

- A. PA Corporate Net Income Tax (“C” corporations)
- B. PA Capital Stock and Franchise Tax (“S” & “C” corporations)
- C. Title Insurance Shares Tax, Insurance Premiums Tax or the Mutual Thrift Institutions Tax (if you are a financial institution or an insurance company)
- D. Personal Income Tax of S Corporation Shareholders, or partners in a general or limited partnership.

STEP 2: Determine the amount of your donation.

STEP 3: Decide how much of your determined tax liability will help students:

- A. 75% tax credit for the donation with a one year commitment
- B. 90% tax credit for the donation with a two year commitment

STEP 4: Apply for the tax credit by completing a simple online application. Please refer to the EITC Desktop Guide enclosed in this packet for specific application details. Online ***applications are due on July 1, 2017.*** After completing the online application, you must submit a signature page to DCED via US mail.

Department of Community and Economic Development
The Educational Improvement Tax Credit Program
Center for Business Financing - Tax Credit Division
400 North Street, 4th Floor
Commonwealth Keystone Building
Harrisburg, PA 17120-0225

After you receive approval (approximately 30-60 days after application):

STEP 5: Complete a Mennonite Foundation Designation Form and designate your donation to Belleville Mennonite School.

STEP 6: Contact BMS when your Designation Form is completed. A BMS representative will pick up your check and forward it to The Mennonite Foundation. Or you may forward the check to the Mennonite Foundation:

Mennonite Foundation
960 E Main Street
Mount Joy, PA 17552

-Please make your check payable to The Mennonite Foundation.

STEP 7: Send proof of the donation (receipt from Mennonite Foundation) within 90 days of approval from DCED.

Thank you for partnering with Belleville Mennonite School!