



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 at www.esa.dced.state.pa.us/Login.aspx. Please refer to the EITC Desktop Guide for specific application details. ***Applications can be completed beginning on July 1st.***

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

STEP 5: Complete an Everence 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 Everence Foundation, or you may forward the check to the Everence Foundation:

Everence Foundation
960 E. Main Street
Mount Joy, PA 17552

-Please make your check payable to Everence Foundation.

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

Thank you for partnering with Belleville Mennonite School!