



**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](http://www.esa.dced.state.pa.us/Login.aspx). Please refer to the EITC Desktop Guide for specific application details. ***Applications need to be completed on July 1, 2021.***

**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!**