Educational Improvement Tax Credit (EITC):
How to Use the Taxes Your Business Owes to Support Riverview School District

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

A blank copy of what the electronic application looks like is attached as Appendix A. This Applications must be submitted electronically using DCED's Single Application for Assistance. A simple walk-through of how to complete this application and well as a link to the application portal can be found at https://dced.pa.gov/download/apply-single-application-short-app-121516/?wpdmdl=73144

First Year Applicants: Should be received on *July 2, 2018.*

Applicants who have fulfilled their 2-year commitment and wish to reapply in FY 18/19 to renew their 2-year commitment: *May 15*

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

Step #3: Your company then makes its donation to Riverview Educational Foundation. 100% of your donation dollars will go to grants that will fund innovative Science, Technology, Reading, Engineering, Arts and Math (STREAM) projects, programs and facilities.

Your check should be made payable to "Riverview Educational Foundation" and may be mailed to Riverview Educational Foundation, PO Box 186, Oakmont, PA 15139. This contribution must be made within 60 days of the date on the approval letter you received in Step #2.

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

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

Step #6: The Commonwealth then provides you with a letter completing the EITC process, which your company will include with the tax return on which you apply the credit.

Appendix A:
Blank EITC One-Page Application

1. Have you registered on the DCED website newpa.com/eitc? Hit the "Apply" button at the top.

❑ Yes....... Your User Name _____Your Password _____

❑ No, please register me with a User Name _____and Password _____

2. Select for which program the application is being made: (*EITC for Riverview Educational Foundation (REF) which is an EIO – an approved Educational Improvement Organization*)

APPLICANT INFORMATION PAGE

1. Company Entity Type:

❑ Limited Liability Partnership ❑ Government ❑ Sole Proprietorship ❑ S Corporation
❑ Partnership ❑ Non Profit Corporation ❑ Limited Liability Corporation ❑ C Corporation

2. Applicant (Company) Name _____

3. Incorporated in PA .... ❑ No ❑ Yes   Registered to do business in PA .... ❑ No ❑ Yes

4. NAICS Code _____ Use the drop down menu provided on the application to find the code.

5. PA Revenue Tax Box #

6. FEIN or SSN _____

7. CEO Name _____ CEO Title _____

8. SAP Vendor #

9. Application Contact Name _____ Title _____
Phone _____ Fax_____ Email _____
Mailing Address, City, State, ZIP _____

10. Enterprise type_____ *(see list on application)*

ADDENDA PAGE Choose "Statewide Program" from first "County" dropdown menu which initiates easy autofill

If you applied for EITC (SO, PKSO or EIO) and the tax credits are taken, should your application be moved for OSTC consideration? *(If yes, you will lose your place on the EITC wait lis*t – and you cannot donate to REF.) ❑ No   ❑ Yes

1. Business Tax Year End _____ (MM/DD)

2. Revenue ID Number _____ *(If you do not have one type "0000000000")*

3. Will the contribution be personal property or services? *Select NO*

Upload files *Do not upload any files*

4. Applying for (check all that apply and put in amounts. Note: Contribution will be this amount for each of the 2 years)

❑ Pre-K EITC (PKSO) amount to be donated per year.........$ _____

❑ K-12 EITC (SO) amount to be donated per year..............$ _____

❑ K-12 OSTC (OSTC) amount to be donated per year ....$ _____

❑ EIO amount to be donated per year ....$_____ *(This is the choice for REF)*

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)

5. Complete total being donated $_____

6. Hit the "Calculate Tax Credit" link

APPLICATION CERTIFICATION PAGE

If you or someone else is submitting on your behalf, be sure to check the appropriate boxes and include the name of the person submitting. SAVE BUT DO NOT SUBMIT UNTIL MAY 15, 2018 (for renewing participants) JULY 2, 2018 (for brand new/first time applications) OTHERWISE YOUR APPLICATON WILL BE DENIED AS THE STATE WILL READ IT AS AN APPLICATION FOR THE PREVIOUS YEARS TAX CREDITS WHICH HAVE ALL BEEN EXPENDED