

Donation Form Packet

1. Step 1

- a. Fill out page 1 and 2 of attached State Form IT-QEE-TP1
 - i. Page 1 items
 1. Name, Address, Social Security #
 2. Tax year
 3. Intended Donation (List the amount, NOT A CHECK)
 4. *Grace Information- Name and Tax ID#* (Already completed)
 - ii. Page 2 Items
 1. Social Security # (Top)
 2. Printed Name, Signature, Date
- b. Photocopy for your records
- c. MAIL FORM to listed address

2. Step 2

- a. State will complete bottom of page 2 of the form and mail back.
- b. Photocopy and save for your records.

3. Step 3

- a. Mail following items to GRACE **within 30 days.**
 - i. Completed State Form IT-QEE-TP1
 - ii. Check (made to *G.R.A.C.E. Scholars, Inc*)
 - iii. OPTIONAL: GRACE Designation Form (for those who would like to designate a particular school)

4. Step 4

- a. GRACE sends you Letter of Confirmation Form (completed IT-QEE-SSO1).
- b. Photocopy and save for your records.

5. Step 5

- a. File **PAPER** State Tax Return to reduce taxes owed by 100% of the donation amount.
 - i. Enter GRACE Information and donation amount where indicated.
 - ii. Complete and Attach Form IT-QEE-TP2.
 - iii. Attach copies of GRACE Letter of Confirmation IT-QEE-SSO1 and State Preapproval IT-QEE-TP1.
- b. Federal Return may be filed electronically and donation to GRACE should be treated as a charitable contribution.

Estimate of Georgia Tax Liability

GA Taxable Income	Estimated Tax Liability Individual Return	Estimated Tax Liability Joint Return
\$10,000	\$410	\$340
\$20,000	\$1,010	\$940
\$30,000	<i>exceeds \$1,000 max credit</i>	\$1,540
\$40,000	<i>exceeds \$1,000 max credit</i>	\$2,140
\$50,000	<i>exceeds \$1,000 max credit</i>	<i>exceeds \$2,500 max credit</i>
Over \$50,000	<i>exceeds \$1,000 max credit</i>	<i>exceeds \$2,500 max credit</i>
Maximum Credit is...	\$1,000	\$2,500



Georgia Form IT-QEE-TP1 (Last Rev. 2/09)

Qualified Education Expense Credit Preapproval Form

Georgia Department of Revenue **Version 7**

Taxpayer Identification Number --

B. ADDITIONAL INFORMATION FOR CONTRIBUTORS WHICH ARE SUBCHAPTER S CORPORATIONS FOR GEORGIA PURPOSES, PARTNERSHIPS, OR LIMITED LIABILITY COMPANIES

The contribution limits for these entities are calculated separately for each shareholder, partner, or member. As such on a separate schedule, the contributor must provide the following information for each shareholder, partner, or member.

1. Name, address and taxpayer identification number
2. Type of taxpayer (i.e. corporation, individual, etc.)
3. If individual, filing status (joint, married filing separate, single, or head of household)
4. If individual filing a joint return, the name and identification number of the joint filer
5. If corporation, 75% of estimated GA income tax liability
6. Tax Year end
7. Profit/loss percentage
8. Amount of intended contribution allocated to each shareholder, partner, or member based on the profit/loss percentage.

C. CERTIFICATION BY APPLICANT

Applicant certifies that all information contained above is true to his/her best knowledge and belief and is submitted for the purpose of obtaining preapproval from the Commissioner.

Date: --

Applicant: Printed Name of Contributor (individual or entity)

Signature of Contributor (if an entity, an authorized officer or tax matters person)

If Contributor is an entity: Printed Name and Title of Person Signing for Entity:

Name:

Title:

Phone Number: --

Submit page 1 and page 2 to:
Georgia Department of Revenue
Qualified Education Expense Credit
1800 Century Blvd NE
Suite 8301
Atlanta, GA 30345

D. FOR DEPARTMENT USE ONLY

DATE RECEIVED --

Based on the fifty million dollar cap and your intended contribution amount, you have been preapproved and

allocated ,,- of qualified education expense credit for calendar

year Approved by _____ Date --



Designation Form

Please mail this form with your check to:
G.R.A.C.E. Scholars, Inc.
680 West Peachtree Street, NW
Atlanta, Georgia 30308

Name: _____

Parish: _____

E-mail Address: _____

Telephone: _____ (Please Indicate: Home/Work/Cell)

Home Address: _____

I am enclosing a check for \$_____ as my tax-credit donation to G.R.A.C.E. Scholars.

G.R.A.C.E. Scholars, Inc allows donors to designate the scholarship money for economically disadvantaged students only or for certain schools. If the donor would like the G.R.A.C.E. Scholars Board to determine students and schools with the greatest need and distribute funds, this form is optional. If the scholarship needs are already filled at the specified school, the money will then go to the place with the most need so as not to violate state laws about annual distribution of funds.

Please note, it is not possible to designate scholarships to specific individuals or families, only to be awarded at a particular school or for a particular income level.

Please choose up to three of the following options and list the amount for each entity up to the total amount of the donation:

(\$_____) G.R.A.C.E. Scholars, Inc. Board Choice

(\$_____) Economically Disadvantaged Family Fund

Schools of the Archdiocese of Atlanta

(\$_____) Blessed Trinity Catholic High School

(\$_____) Christ the King Catholic School

(\$_____) Holy Redeemer Regional Catholic School

(\$_____) Immaculate Heart of Mary Catholic School

(\$_____) Our Lady of Mercy Catholic High School

(\$_____) Our Lady of the Assumption School

(\$_____) Our Lady of Victory Regional School

(\$_____) Queen of Angels Regional Catholic School

(\$_____) St. Catherine of Siena Catholic School

(\$_____) St. John Neumann Regional School

(\$_____) St. John the Evangelist Catholic School

(\$_____) St. Joseph Catholic School (Athens)

(\$_____) St. Joseph Catholic School (Marietta)

(\$_____) St. Jude the Apostle Catholic School

(\$_____) St. Mary Catholic School

(\$_____) St. Peter Claver Regional Catholic School

(\$_____) St. Pius X Catholic High School

(\$_____) St. Thomas More Catholic School

(\$_____) *Other Independent Catholic School**

Schools of the Diocese of Savannah

(\$_____) St. Teresa Catholic School

(\$_____) Aquinas Catholic High School

(\$_____) Immaculate Conception Catholic School

(\$_____) St. Mary on the Hill Catholic School

(\$_____) St. Francis Xavier Catholic School

(\$_____) Our Lady of Lourdes Catholic School

(\$_____) Pacelli High Catholic School

(\$_____) St. Anne Catholic School

(\$_____) Mount de Sales Academy

(\$_____) St. Joseph Catholic School

(\$_____) St. Peter Claver Catholic School

(\$_____) Blessed Sacrament Catholic School

(\$_____) Notre Dame Academy

(\$_____) St. Frances Cabrini Catholic School

(\$_____) St. James Catholic School

(\$_____) St. Peter the Apostle Catholic School

(\$_____) St. Michael Catholic School

(\$_____) St. John the Evangelist Catholic School

(\$_____) Sacred Heart Catholic School

(\$_____) *Other Independent Catholic School**

* Certain independent Catholic schools may have partnered with other Student Scholarship Organizations (SSO). The amount designated will be forwarded to their partner SSO with the form.



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Georgia Form IT-QEE-TP2 (Last Rev. 12/08)

Qualified Education Expense Credit Computation

Georgia Department of Revenue **Version 6**

Please print your numbers like this in black or blue ink:



This form is the third step in the process of the income tax credit for qualified education expenses. This form is completed by the taxpayer and attached to their income tax return when it is filed. This form is used to compute the income tax credit for qualified education expenses.

FIRST NAME OR NAME OF ENTITY

MI

TAXPAYER IDENTIFICATION NUMBER

Grid for name, MI, and TIDN

DEPARTMENT USE ONLY

LAST NAME IF INDIVIDUAL

SUFFIX

Grid for last name and suffix

- CORPORATION, INDIVIDUAL FILING SINGLE OR HEAD OF HOUSEHOLD, INDIVIDUAL FILING MARRIED JOINT RETURN, INDIVIDUAL FILING MARRIED SEPARATE RETURN

- If I deducted this amount from my Federal income, I added it back to my Georgia income tax. (If it was not, the credit cannot be claimed)
I did not designate this amount for the direct benefit of any dependent. (If you did, the credit cannot be claimed)
I attached a Form IT-QEE-SSO1 (letter of confirmation). (If not, the credit cannot be claimed)

Fill in either A or B

A. Individuals

- 1. Total amount expended
2. Fill in the pre-approved amount here from the form IT-QEE-TP1 that was returned to you by the Department.
3. Tentative credit allowed before income tax liability limitation. The lesser of line 1 or 2.

B. Corporations

- 1. Total amount expended
2. Total amount approved
3. Tax liability
4. Percentage Limitation (75%)
5. Multiply line 3 by line 4
6. Credit allowed. Lesser of lines 1, 2, or 5.