

GRACE Scholars Packet and Instructions

For form updates, go to www.gracescholars.org

Step 1

- Fill out pages 1 and 2 of State Form IT-QEE-TP1 (enclosed).
 - Page 1: Filing Status, Name(s), Address, SSN(s), Tax year, Intended Donation (amount only, do not include a check – any amount is welcome; the maximums are \$2500 if you file a joint tax return; \$1000 if you file single). Note that the “Contact Person” box is for an entity, that is, a C Corporation, making a donation.
 - Page 2: SSN, Date, Printed Name, Signature (Skip the “If Contributor is an entity” unless you are making the donation as a C Corporation).
- Photocopy for your records.
- Mail the form to the address at the bottom of page 2. It is suggested that you get the form in the mail by October 15 to assure a response in time to make your contribution by December 31.

Step 2

- ~~State will complete bottom of page 2 of the form and mail it back to you.~~
- **The state will NO LONGER mail the form back to you. They WILL send you a letter letting you know you have been approved. Photocopy the letter and save for your records.**

Step 3

- Mail the following items to GRACE within 60 days of hearing back from the state (or your approval will be cancelled by the state), and be sure that it is during this tax year:
 - **The approval letter from the state.**
 - Check made payable to GRACE Scholars, Inc.
 - GRACE Designation Form (enclosed) – note you can split your designation up to three ways; just be sure to include BT!

Step 4

- GRACE sends you a Letter of Confirmation Form IT-QEE-SSO1
- Photocopy and save for your records

Step 5

- File your Federal Tax return, electronically if you wish, including the amount of the check you wrote to GRACE as a charitable deduction.
- File your State Tax Return to reduce your taxes owed by 100% of the designated amount. Yes, you get both a federal tax deduction AND a state tax credit.
 - Enter GRACE information and amount in the tax credit section for “Qualified Educational Expense.”
 - If you file a paper return, complete and attach State Form IT-QEE-TP2 (enclosed) and attach copies of GRACE Letter of Confirmation IT-QEE-SSO1 and State Form IT-QEE-TP1. If you file electronically, no forms need to be sent.