

Always consult your tax expert first.

**Step 1:** Go to [newpa.com/eitc](http://newpa.com/eitc) – click “Apply” at the top of the page.

**Step 2:** Login page: If you are a new participant, register for a new account. Returning participants should enter the previous year’s username and password. For help, contact DCED Customer Service at 1.800.379.7448.

For new participants in the Educational Tax Credit Program

If you have previously submitted an application, whether or not it was approved, your original login should be used.

**Step 3:** In the upper left corner, select either EITC (for Pre-K/PKSO, K-12 EITC and EIO) or OSTC. To open a saved application that you began but did not finish, click EDIT.

Id	Applicant/Company	Project Name	Program	Updated	
8064426		Educational Improvement Tax Credit	Educational Improvement Tax Credit (EITC)	5/19/2015	EDIT WITHDRAW

Select EITC for Pre-K (PKSO), K-12 EITC (SO) and EIO

Select OSTC for K-12 (OSTC)

Select NO

Click EDIT to continue or edit saved applications

## HINTS AND TIPS AS YOU COMPLETE THE APPLICATION:

- Your application saves automatically.
- An electronic signature is acceptable. The Commonwealth highly recommends that you print out and save a hard copy of the application and signature page. They may perform random audits.
  - **FOR RENEWING APPLICATIONS:** Do not hit the “submit button” until May 15<sup>th</sup>, or the application will be denied, you will have to complete the online version again and approval of your application will be at risk.
  - **FOR NEW APPLICATIONS:** Do not hit the “submit button” until July 3<sup>rd</sup> or the application will be denied, you will have to complete the online version again and approval of your application will be at risk. (Note: Since July 1<sup>st</sup> falls on a Saturday this year, the state has moved the application date to Monday, July 3<sup>rd</sup>. **DO NOT submit on the usual July 1st, otherwise the application will be rejected.** It is imperative you wait until July 3<sup>rd</sup>.)

**The Foundation for Jewish Day Schools would be glad to review your completed application before submission – simply email it to [ematz@jewishphilly.org](mailto:ematz@jewishphilly.org) two weeks in advance of your submission date (noted above).**

### On page 1 of the application:

- NAICS code can be found by following through with the three selection boxes under the NAICS box.

### On page 2 of the application:

- When asked for “County” hit “State-wide Project” and the rest will autofill.
- When asked if you authorize DCED to switch your application request from EITC to OSTC should your application not be approved, the Foundation prefers that you answer “no,” leaving your application on the EITC wait list.
- If you selected EITC on the “Begin a New Application” page, for question #4 you will be selecting one of the following options:**

#### Not for school scholarships

Contact the Foundation

- EIO Year 1 of a 1-year commitment (75% tax credit)
- EIO Year 1 of a 2-year commitment (90% tax credit)
- EIO Year 2 of a 2-year commitment (90% tax credit)

#### For school scholarships

- PKSO (Pre-school) Year 1 of a 1-year commitment (90-100% tax credit) – not preferred
- PKSO (Pre-school) Year 1 of a 2-year commitment (90-100% tax credit) – **PREFERRED**
- PKSO (Pre-school) Year 2 of a 2-year commitment (90-100% tax credit) – **PREFERRED**
- SO (K-12) Year 1 of a 1-year commitment (75% tax credit) – not preferred
- SO (K-12) Year 1 of a 2-year commitment (90% tax credit) – **PREFERRED**
- SO (K-12) Year 2 of a 2-year commitment (90% tax credit) – **PREFERRED**

If you wish to support a specific synagogue kindergarten program, select one of the “SO” options

- If you selected OSTC on the “Begin a New Application” page, for question #4 you will be selecting one of these following options:**

#### For school scholarships

- OSTC Year 1 of a 1-year commitment (75% tax credit) – not preferred
- OSTC Year 1 of a 2-year commitment (90% tax credit) – **PREFERRED**
- OSTC Year 2 of a 2-year commitment (90% tax credit) – **PREFERRED**

You should receive notification from DCED beginning in early August through the fall in a letter indicating either approval of your application, or that it has been placed on a waitlist.

### When your application is approved, please follow these procedures:

- Contact the Foundation when your application has been approved: 215.832.0525 or [ematz@jewishphilly.org](mailto:ematz@jewishphilly.org).
- Within 60 calendar days of receipt of the approval letter, the following items must be submitted to the Foundation:
  - A check made out and sent to the **Foundation for Jewish Day Schools**, 2100 Arch Street, Philadelphia, PA 19103
  - A copy of DCED’s letter of approval
  - A donation data confirmation must be included, which is available at [jewishphilly.org/eitc](http://jewishphilly.org/eitc)
- You will receive a phone call from the Foundation confirming receipt of the check and documents.
- Within a few business days you will receive an envelope containing a Charitable Contribution Receipt and Acknowledgment, which must be forwarded to DCED immediately.
- For most pass-through entities, you may need to submit PA Rev-1123 on or before your tax return or extension