

Thank you for your interest in the Virginia Education Improvement Scholarship Tax Credit Program. As you review the enclosed information you will see the major benefits this opportunity provides to participating donors, schools and most importantly to the children and families that this program helps.

The donation process is simple and is outlined in 4 easy steps below:

Step (1) Complete and submit a Preauthorization Form for approval. Instructions for completing the form are:

- **Part I- Donor Information:** Please be sure to provide the requested information for each line of this section. Reminder: If a donor is married, only one Tax ID and one Donor name is allowed per form. If you are contributing as a business the FEIN number must be used on Line 2 instead of a social security number and the donor's name on Line 3 would be omitted. The legal business name would be placed on line 4.a and the authorized business owner/representatives name must be entered on Line 4b. Complete line items 5, 6 & 7 as requested on the form.
- **Part II-Tax Credit Calculation:**
 - 1: Enter the total amount of the donation you are submitting for tax credit.
 - 2: Calculate 65% of the total donation amount from Line 1 and enter that amount in the space provided on Line 2.
- **Part III-Declaration:** Print your Name, Sign and Date the form.

Step (2) Submitting your form: Email the form as a PDF attachment to curtis@renewanation.org or judy@renewanation.org (*quickest way to process*) or mail it to: Renewanation, P. O. Box 12366, Roanoke, VA 24025 ATTN: Curtis Cornell. Upon receipt, your form will be submitted electronically to the Virginia Department of Education (VDOE) for you (*same day received*).

Step (3) Once the VDOE receives the Preauthorization form from Renewanation, as long as credits are still available, your form will be automatically approved. Renewanation will then email (*quickest*) or mail your Preauthorization Notice (*which is your approval to donate*) to you at the address provided on your Preauthorization form. Once you have received your Preauthorization Notice (*approval*) from Renewanation, you should complete Part 1, make a copy for your records and mail along with your donation, to Renewanation within 180 days of the date at the top of the Letter (*it will automatically expire after 180 days*). However, if wanting to take advantage of the Scholarship Tax Credit in the current tax year, we will need to receive your Notice and donation on or before December 31st. The donation amount may be paid all at once or it may be divided into multiple payments as long as the total donation is paid within the 180-days, from the date on the Notice (*if splitting payments, each payment must be accompanied by a signed copy of the Preauthorization Notice*).

Step (4) Once Renewanation receives your donation and copy of your accompanying Preauthorization Notice, Renewanation will electronically report your payment to the VDOE on your behalf and a tax credit certificate will be mailed to you by the VDOE. This certificate is acknowledgement of your Tax Credit and a copy should be presented to your tax professional.

Please let us know if you have any questions about the process. We are happy to assist.

Blessings,

Curtis Cornell

Curtis Cornell
Director of Scholarship Development