

Step by Step Instructions

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To Apply for EITC (Educational Improvement Tax Credits) go directly to the Pennsylvania Department of Community and Economic Development (DCED) single application portal:

<https://www.esa.dced.state.pa.us/Login.aspx>

1. If it is your first time applying for tax-credits or other DCED program, click the “Register” button. Otherwise, enter your username and password.

2. Complete all the required fields and click the “For Profit” box under “Are you applying as?”

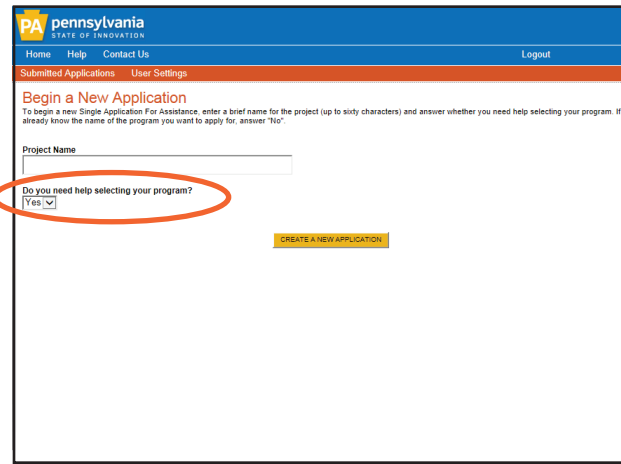
a. The form will then expand to include more questions

3. Complete the lower half of the form with your organizational information

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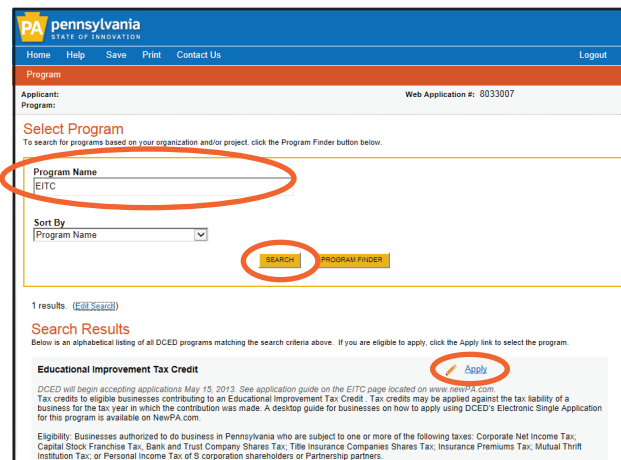
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4. Enter a program name (your choice) and select “NO” under “Do you need help selecting your program?”

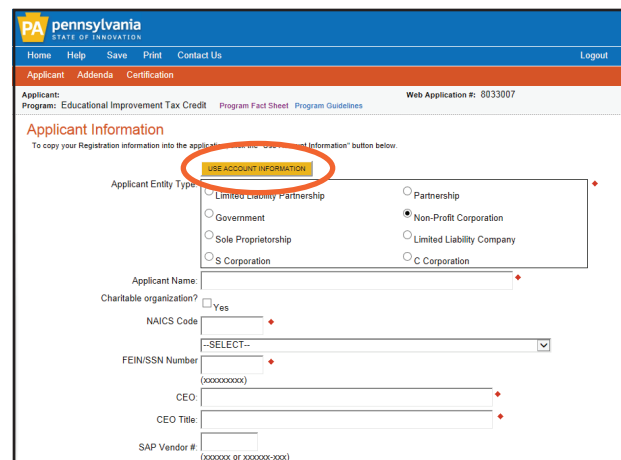


5. Under “program name” – enter “EITC” and click the “Search” button.

6. Click “Apply”



7. Complete Applicant Information. Click the “Use Account Information” and it will automatically fill all the fields using the information from your registration pages. Check to make sure no changes are needed.

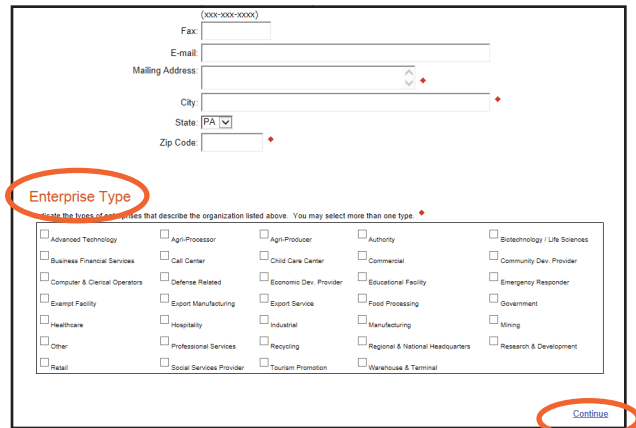


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8. At the bottom of the page select the type of enterprise your business is.

9. Click the “continue” button



Form fields: Fax, E-mail, Mailing Address, City, State (PA), Zip Code.

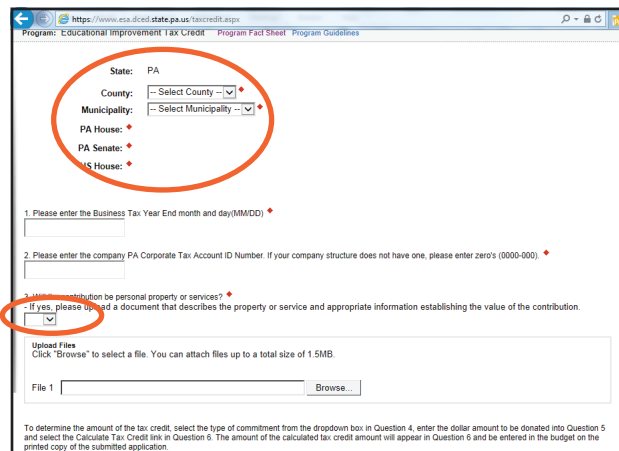
Enterprise Type

Select the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer	<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences
<input type="checkbox"/> Business Financial Services	<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial	<input type="checkbox"/> Community Dev. Provider
<input type="checkbox"/> Computer & Central Operators	<input type="checkbox"/> Defense Related	<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing	<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing	<input type="checkbox"/> Government
<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Mining
<input type="checkbox"/> Other	<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters	<input type="checkbox"/> Research & Development
<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider	<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal	

[Continue](#)

10. Identify your county, municipality, and tax information if applicable. Select “No” when asked if contribution is personal property or services.



Form fields: State (PA), County (Select County), Municipality (Select Municipality), PA House, PA Senate, AS House.

1. Please enter the Business Tax Year End month and day(MMDD)

2. Please enter the company PA Corporate Tax Account ID Number. If your company structure does not have one, please enter zero's (0000-000)

3. Will the contribution be personal property or services?
 If yes, please upload a document that describes the property or service and appropriate information establishing the value of the contribution.

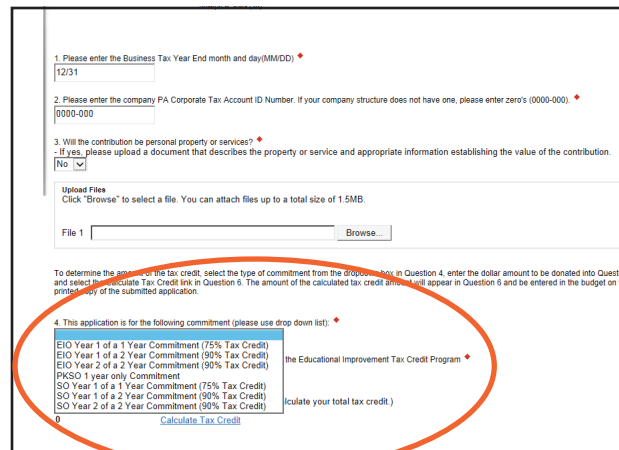
Upload Files
 Click "Browse" to select a file. You can attach files up to a total size of 1.5MB

To determine the amount of the tax credit, select the type of commitment from the dropdown box in Question 4, enter the dollar amount to be donated in Question 5 and select the Calculate Tax Credit link in Question 6. The amount of the calculated tax credit amount will appear in Question 6 and be entered in the budget on the printed copy of the submitted application.

11. Select the appropriate EITC program commitment that you will be making.

a. To support our Pre-Kindergarten program, select PKSO (this provides a 100% tax-credit).

b. To support our Kindergarten program, select the appropriate SO option (for a 75% or 90% credit).



1. Please enter the Business Tax Year End month and day(MMDD)

2. Please enter the company PA Corporate Tax Account ID Number. If your company structure does not have one, please enter zero's (0000-000)

3. Will the contribution be personal property or services?
 If yes, please upload a document that describes the property or service and appropriate information establishing the value of the contribution.

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4. This application is for the following commitment (please use drop down list):

- 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)
- PKSO 1 year only Commitment
- SO Year 1 of a 1 Year Commitment (75% Tax Credit)
- SO Year 1 of a 2 Year Commitment (90% Tax Credit)
- SO Year 2 of a 2 Year Commitment (90% Tax Credit)

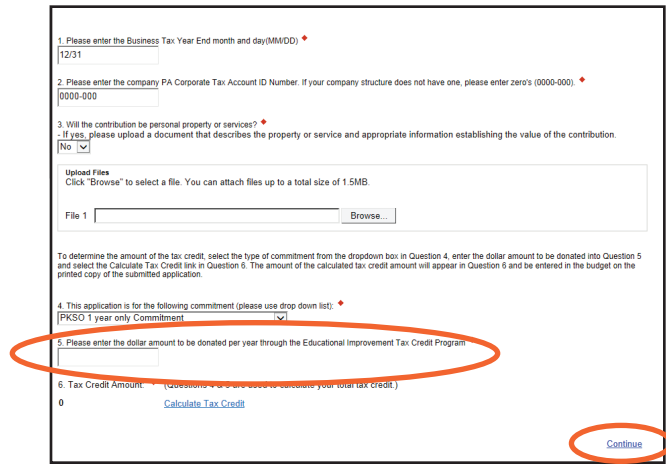
[Calculate Tax Credit](#)

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12. After selecting the program, enter the amount of your contribution. Your tax-credit amount will be calculated for you.

13. Click “continue.” When all information is confirmed to be entered correctly and the funding round is open, you will be able to submit your application.



1. Please enter the Business Tax Year End month and day(MM/DD) *

12/31

2. Please enter the company PA Corporate Tax Account ID Number. If your company structure does not have one, please enter zero's (0000-000) *

0000-000

3. Will the contribution be personal property or services? *

If yes, please upload a document that describes the property or service and appropriate information establishing the value of the contribution.

No

Upload Files

Click "Browse" to select a file. You can attach files up to a total size of 1.5MB.

File 1

To determine the amount of the tax credit, select the type of commitment from the dropdown box in Question 4, enter the dollar amount to be donated into Question 5 and select the Calculate Tax Credit link in Question 6. The amount of the calculated tax credit amount will appear in Question 6 and be entered in the budget on the printed copy of the submitted application.

4. This application is for the following commitment (please use drop down list): *

PKSO 1 year only Commitment

5. Please enter the dollar amount to be donated per year through the Educational Improvement Tax Credit Program

6. Tax Credit Amount (Questions 4-5 will be used to calculate your total tax credit.)

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