EDUCATIONAL IMPROVEMENT TAX CREDIT (EITC) PROGRAM

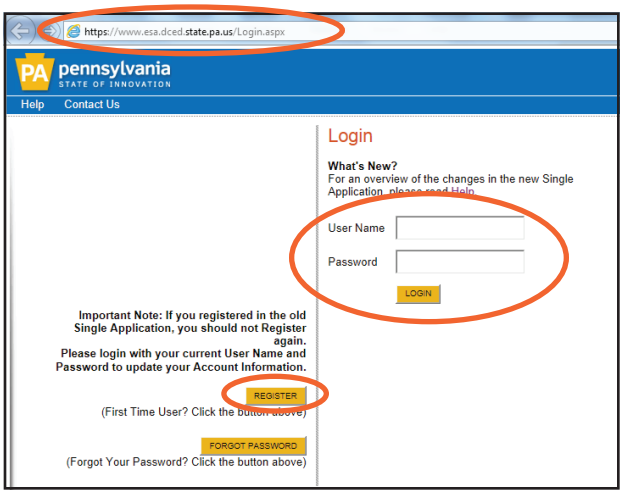
Step by Step Instructions

WATER STREET MINISTRIES
Changing one life at a time.

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

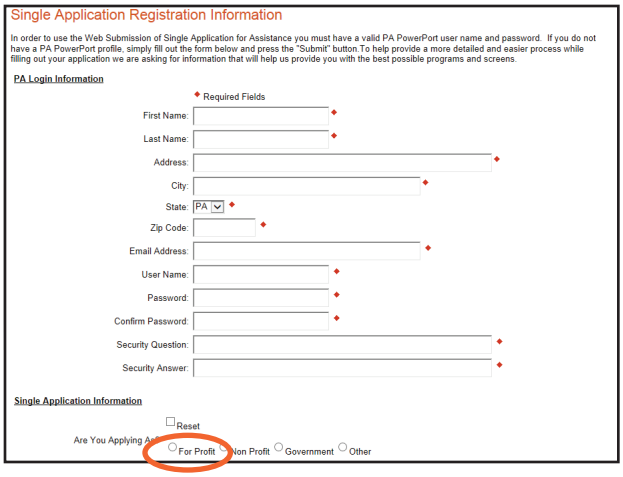
https://www.esa.dced.state.pa.us/Login.aspx

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.

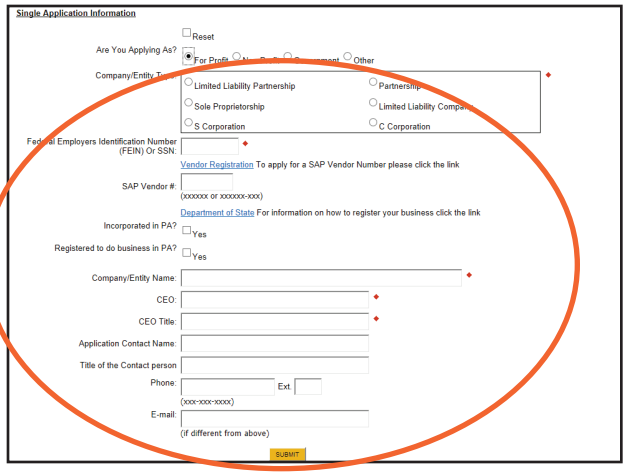


2. Complete all the required fields and click the "For Profit" box under "Are you applying as?"

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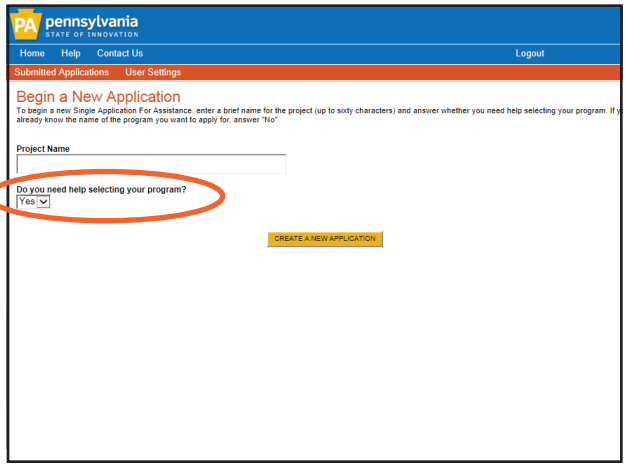
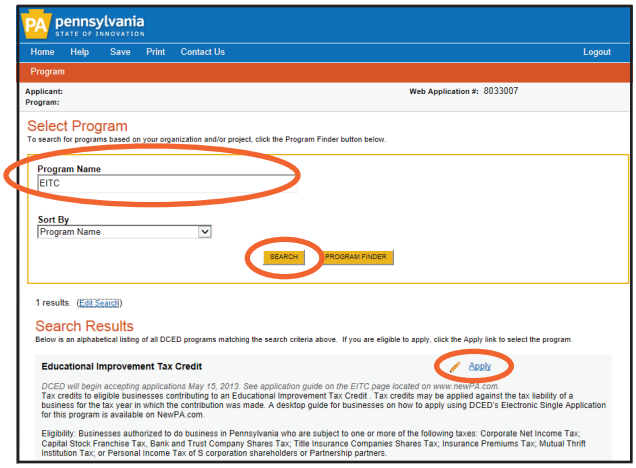
4. Enter a program name (your choice) and select "NO" under "Do you need help selecting your program?"

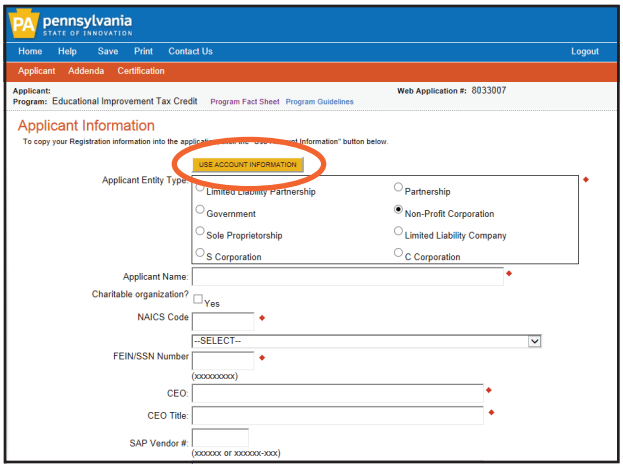


5. Under "program name" – enter "EITC" and click the "Search" button.

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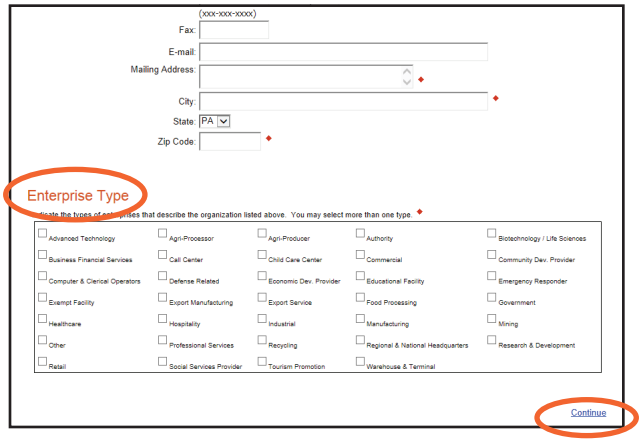
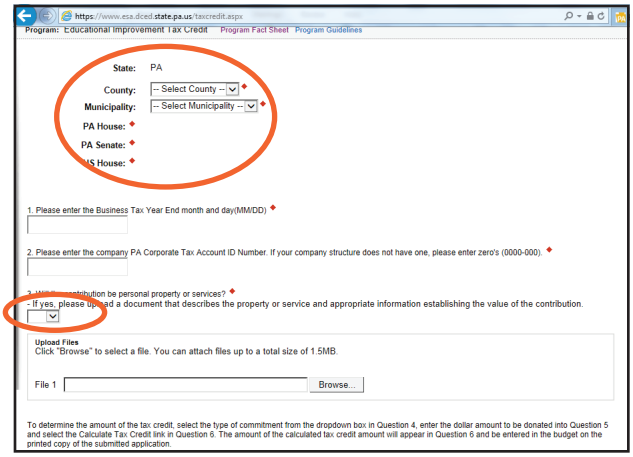
8. At the bottom of the page select the type of enterprise your business is.

9. Click the "continue" button



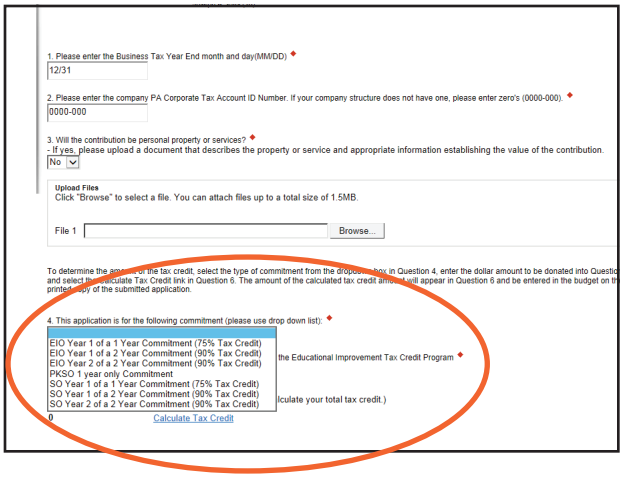
10. Identify your county, municipality, and tax information if applicable. Select "No" when asked if contribution is personal property or services.



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).



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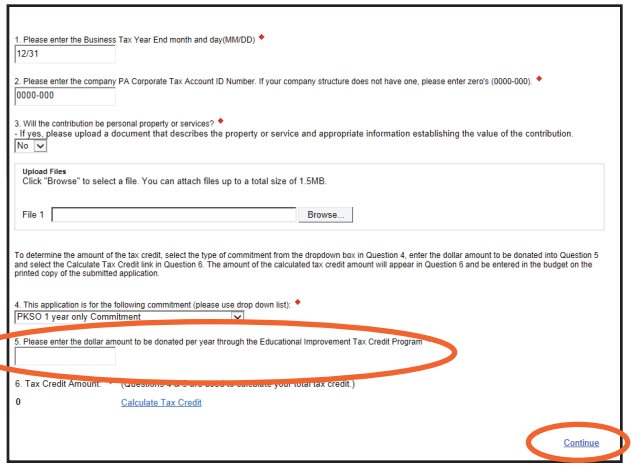
12. After selecting the program, enter the amount of your contribution. Your tax-credit amount will be calculated for you.

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.