STEP BY STEP INSTRUCTIONS
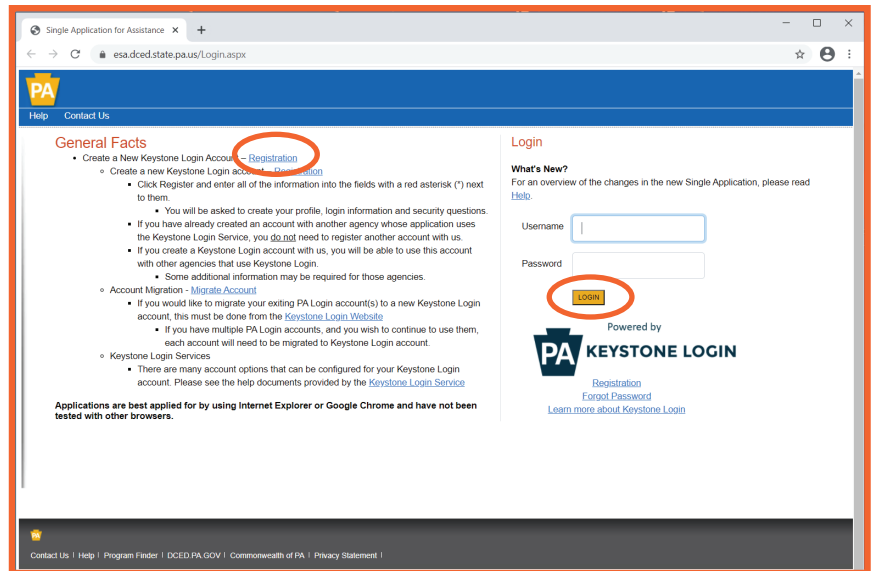
WATER STREET MISSION

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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:

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 "Registration" button. Otherwise, enter your username and password to "Login".
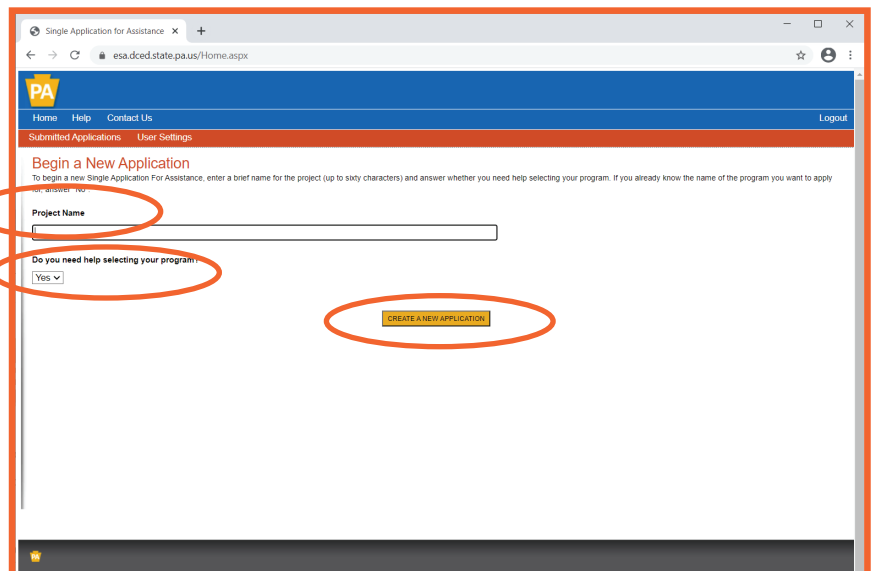

2. Begin a New Application.

    a. Give it a "Project Name".

    b. Choose "Yes" on the dropdown to get help selecting your program.

    c. Click on "Create A New Application" button.

DBA Water Street Ministries Since 2008

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3. Select Program.

    a. Check "DCED" under agencies.

    b. Check "Other Government or Non-Profit".

    c. Sort By "Show Single Application Programs First".

    d. Click on "Search" button.

4. Find EITC Program.

    a. Go to Page "2" of search results

    b. Scroll to the "Educational Improvement Tax Credit (EITC) section".

    c. Click "Apply" next to the pencil.

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5. Program Requirements.

   a. Make sure you have all of the "Program Requirements" met, if not follow the links.

   b. To continue the application, click "Continue".

6. Fill out Application.

   a. Fill in "Applicant Information"

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7. Make sure you select the appropriate "EITC program commitment".

    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).

    c. Don't forget to fill out the "Dollar amount to be donated".

    d. After that you should be able to "Submit" it.

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

2. Please enter the company Revenue ID number. If your company structure does not have one, please enter zero's (0000000000). ◆

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
Use the control below to select your file. Each file can be no larger than 30MB.

File 1   Choose File   No file chosen

The tax credit amount, Question 6, does not calculate until both a commitment, Question 4, and a donation amount, Question 5, are entered. When you first type in or change the donation amount you will need to click on the tab key, to calculate the tax credit. The amount of the tax credit will appear as a budget table in the printed copy of the application.

4. This application is for the following commitment ◆
EIO = Educational Improvment Organization
PKSO = Pre-K Scholarship Organization
SO = K-12 Scholarship Organization

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

6. Tax Credit Amount
0.00