



**EDUCATION TAX CREDIT APPLICATION**

**PRINT OR TYPE**

This application is due no earlier than January 1, 2018 and no later than November 15, 2018.

**STEP 1**

1. BUSINESS ORGANIZATION/ENTERPRISE NAME:  2. STREET ADDRESS:  ADDRESS (CONTINUED):  3. CITY/STATE/ZIP:	5. FEDERAL TAXPAYER IDENTIFICATION NUMBER:
4. BUSINESS ORGANIZATION/ENTERPRISE CONTACT NAME & TITLE: _____ TELEPHONE NUMBER: _____  EMAIL ADDRESS: _____	

**STEP 2**

6. SCHOLARSHIP ORGANIZATION(S) TO WHICH YOU INTEND TO CONTRIBUTE AND AMOUNT OF EACH REQUESTED DONATION (IF KNOWN):

1. <u>Children's Scholarship Fund New Hampshire 89 South St. Concord, NH 03301</u>	\$	
2. _____	\$	
3. _____	\$	
4. _____	\$	

7. TOTAL REQUESTED ELIGIBLE DONATION AMOUNT..... \$ \_\_\_\_\_  
 The maximum donation eligible for the Education Tax Credit for the 2018 Program Year is \$600,000.

8. TAX CREDIT AMOUNT (85% of donation)..... \$ \_\_\_\_\_  
 Tax credits awarded are 85% of the donation amount on a first come, first served basis until the statutory maximum credit limit has been reached.

**STEP 3**

I certify that the business organization/enterprise shall make the requested donations within 60 days of the date of approval of this application in accordance with RSA 77-G, but no later than December 15, 2018, and I declare, under penalties of perjury, that I have examined this document and to the best of my belief the information is true, correct and complete.

\_\_\_\_\_  
 AUTHORIZED SIGNATURE (IN INK)

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 PRINT SIGNATORY NAME & TITLE

MAIL TO: NH DRA  
 EDUCATION TAX CREDIT  
 PO BOX 457  
 CONCORD NH 03302-0457



**EDUCATION TAX CREDIT APPLICATION INSTRUCTIONS**

**WHO MUST FILE?**

Business organizations or business enterprises requesting to make a donation(s) to a qualified scholarship organization(s) must file an Education Tax Credit Application (Form ED-02).

**WHEN TO FILE?**

Form ED-02 must be received by the Department of Revenue Administration no earlier than **January 1, 2018** and no later than **November 15, 2018**.

**WHERE TO FILE?**

Form ED-02 may be mailed to:

NH DRA  
Education Tax Credit  
PO Box 457  
Concord, NH 03302-0457

Or may be hand-delivered to the Department of Revenue Administration during business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.) at:

Governor Hugh J. Gallen Office Park South  
109 Pleasant Street  
Medical and Surgical Building  
Concord, NH

**NEED HELP?**

Call the Department at (603) 230-5920, Monday through Friday, 8:00am - 4:30pm. For more information visit us on the web at: [www.revenue.nh.gov/](http://www.revenue.nh.gov/). Hearing or speech impaired individuals may call TDD Access: Relay NH 1-800-735-2964.

**LINE-BY-LINE INSTRUCTIONS**

**STEP 1**

**LINE 1** Enter the business organization's or business enterprise's name.

**LINE 2** Enter the business organization's or business enterprise's street address.

**LINE 3** Enter the business organization's or business enterprise's city, state and zip code.

**LINE-BY-LINE INSTRUCTIONS CONTINUED**

**LINE 4**

Enter the name, title, telephone number and email address of the contact person for the business organization or business enterprise. The contact person should be the person the Department of Revenue Administration can contact regarding this application.

**LINE 5**

Enter the business organization's or business enterprise's Federal Taxpayer Identification Number.

**STEP 2**

**Line 6**

Enter the name(s) of the scholarship organization(s) that will be receiving your donation and the dollar amount for each.

**Line 7**

Enter the total of all requested donation amounts eligible under RSA 77-G not to exceed \$600,000 for the 2018 program year.

**Line 8**

Enter 85% of the Total Requested Donation Amount. This is the maximum amount of Education Tax Credit you may receive. **PLEASE NOTE**, the actual amount may vary depending upon how much of your donation is utilized by the scholarship organization(s).

**STEP 3**

The application must be dated and signed in ink by the officer or authorized agent. In addition, print the name and title of the officer or authorized agent signing the application.

**NOTICE**

**APPROVED DONATIONS MUST BE MADE TO A QUALIFIED SCHOLARSHIP ORGANIZATION WITHIN 60 DAYS OF THE DATE OF APPROVAL OF THIS APPLICATION BY THE DEPARTMENT OR APPROVAL SHALL EXPIRE.**

**HOWEVER, DONATIONS APPROVED ON OR AFTER NOVEMBER 15, 2018 MUST BE MADE TO A QUALIFIED SCHOLARSHIP ORGANIZATION NO LATER THAN DECEMBER 15, 2018.**