

Instructions for Education Improvement Tax Credit and OSTC

Thank you for your interest in utilizing PA income tax dollars to support scholarships for Christ-centered education at Hinkletown Mennonite School! Please consult with your CPA and follow these steps below to participate with the EITC tax credit program.

- 1) Complete online application at the Department of Community and Economic Development (DCED) <https://www.esa.dced.state.pa.us/Login.aspx> with this timeline for Everence Foundation (dba Mennonite Foundation) contributions:
 - **May 15** – Business applicants who have fulfilled their 2-year commitment and wish to reapply in Fiscal Year 2020/21 to renew their 2-year commitment;
 - **May 15** – Businesses who are in the middle of their 2-year commitment;
 - **July 1** – Businesses not already involved in EITC/OSTC/PreK tax credits may apply.

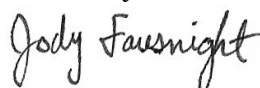
Alternatively, you may contact Faithbuilders representative Vivian Mast (814-789-4518 x225; email: vivianmast@fbep.org) for additional services offered to assist with your application filing.

Note: Pass-through entities, such as S-Corporations, Partnerships, LLCs, etc., and C-Corporations may apply for tax credits. Individuals or businesses seeking to apply through the new SPE (special purpose entities) provisions for EITC credits may also inquire with me at my contact info below for details.

- 2) Within sixty days of receiving approval for the tax credit from DCED (or prior to your business fiscal year end in 2020), forward contribution and copy of DCED approval letter to (either 1 or 2 below):
 - 1) Everence Foundation, Inc. 960 East Main Street, Mount Joy, PA 17552
Make check payable to Everence Foundation. Enclose with the check the form on reverse to designate to Hinkletown Mennonite School or download the form at the bottom called “Designation Form for EITC & OSTC Programs” at <https://www.everence.com/everence-articles/core-markets/central-penn/pa-mennonite-scholarship-org>.
 - 2) Faithbuilders, 28527 Guys Mills Road, Guys Mills, PA 16327, with note designating Hinkletown Mennonite School as beneficiary. See www.fbep.org/ministries/fbscholarship/donors.
- 3) Everence Foundation or Faithbuilders will send you a receipt; forward this receipt to the Department of Community and Economic Development (DCED) within 30 days.
- 4) DCED will send you a notice that a tax credit has been posted to your account and HMS will receive the contribution via Everence Foundation or Faithbuilders, whichever you use.

Thank you for your part in keeping a quality, Christ-centered education at HMS accessible and affordable to families in our community. Call me with questions about the EITC K-12 or OSTC application process or for more information on how you may give as an individual or business through a newer SPE program.

Gratefully Yours,



Jody Fausnight
Director of Advancement
Hinkletown Mennonite School
717-354-7100 x 1005
jfausnight@hinkletownschool.org

P.S. Learn more about either scholarship program at their informational websites: Faithbuilders (<http://www.fbep.org/ministries/fbscholarship>), PA Mennonite Scholarship Organization (<https://www.everence.com/everence-articles/core-markets/central-penn/pa-mennonite-scholarship-org>).