



2024 Tax Credit Registration Form

Complete this form to register and submit to GRACE Scholars or
register online at www.gracescholars.org.

** The Georgia Department of Revenue requires taxpayers claiming this credit to file their income tax return electronically.*

1. Information on taxpayers

Filing Status (check one box only – see instruction for limits)

- ☐ Single/head of household ☐ Married filing jointly ☐ Married filing separately
☐ C corporation or fiduciary (do **not** check for S corporations, LLC and partnerships)

Note to owners of pass-through entities (S corporations, LLC and partnerships): Please check box for married or single status. You will be asked for more information in Section 2.

Taxpayer 1 (Individual, C corporation or fiduciary)

Fr., Dr., Mr.,
Mrs., Ms., etc. First name MI Individual last name or
full name of C
corporation or fiduciary Jr., III, etc.

Taxpayer ID number (SSN or FEIN)

Taxpayer 2 (required for joint filers)

Fr., Dr., Mr.,
Mrs., Ms., etc. First name MI Individual last name or
full last name of joint filer
of C corporation or fiduciary Jr., III, etc.

Taxpayer ID number (SSN or FEIN)

If you are an owner of S corporation, LLC or partnership, please proceed to Section 2 or Section 3

If you are a C corporation or fiduciary, please proceed to Section 3

If neither of the above applies to you, please proceed to Section 4

Questions? askgrace@gracescholars.org

2. Additional information for owners of interests in pass-through entities (S corporations, LLC and partnerships) Information is required by the Department of Revenue. Names of pass-throughs are not required.

Is Taxpayer 1 requesting approval of a tax credit as an owner of an interest in a pass-through entity?

☐ Yes ☐ No

If yes, what is the taxpayer's estimated pass-through income for 2024? \$ _____

Enter maximum tax credit available

(Multiply tax liability above by .0549, but no more than \$25,000)

\$ _____

Is Taxpayer 2 requesting approval of a tax credit as an owner of an interest in a pass-through entity?

☐ Yes ☐ No

If yes, what is the taxpayer's estimated pass-through income for 2024? \$ _____

Enter maximum tax credit available

(Multiply tax liability above by .0549, but no more than \$25,000)

\$ _____

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3. Additional information required of C corporations and fiduciaries.

75% of estimated Georgia tax liability (state-required information): \$ _____

Enter maximum tax credit available (Multiply tax liability above by .75) \$ _____

4. Tax Credit Amount and Designating Your Contribution

In the table below, you may list up to three designations (schools or general funds) from the list in the **Instructions**. If no choices are made, the default selection is the Board Choice Fund. **The total of your designations is the amount that GRACE will request for your tax credit. See limits in Instructions.**

Non-Grace schools may be listed, and GRACE will transfer the funds to the student scholarship organization (SSO) serving the school. If scholarship needs are filled at a designated GRACE school, funds may be directed to another school with unmet need to comply with state law regarding the minimum annual distribution of funds.

Name of designation, city and three-digit code*	Amount designated
	\$
	\$
	\$
Total: GRACE will apply for a tax credit in this amount. ➡	\$

**If school is not listed in the attached list, please print school. No code is required for non-GRACE schools.*

5. Contact Information

☐ Same as prior year

Address: _____

City: _____ State: _____ Zip: _____

Preferred telephone: _____ Preferred email: _____

☐ I previously filed a Georgia tax return.

☐ Please note change of address.

☐ I am a first-time donor to GRACE Scholars.

☐ Please keep my donation anonymous.

☐ Are you affiliated with a Catholic church or mission?
Yes (Please provide the following information:)

☐ No

Name of parish or mission

City

6. Certification, authorization and designation of contact person

I certify that all information contained above is true to my best knowledge and is submitted for the purpose of obtaining approval of a qualified education expense (QEE) tax credit from the Georgia Department of Revenue. I authorize GRACE Scholars to file a QEE tax credit application on behalf of the taxpayer(s) listed on page 1. I am the contact person designated for the taxpayer(s).

Signature

Date

Name printed or typed (For C corporation or fiduciary, must be authorized representative)

Title if authorized representative of C corporation or fiduciary



Instructions

Tax Year – The form is for tax year 2024

Tax Credit Limits

Single/head of household – lesser of tax liability or \$2,500

Married filing jointly – lesser of tax liability or \$5,000. Names and SSN's are required for both taxpayers.

Married filing separately – lesser of tax liability or \$2,500

Owners of interests in pass-through entities

(S corporations, LLCs and partnerships) – Up to \$25,000 per owner.

Indicate your tax filing status as individual (married/single/head of household).

C corporation and fiduciaries (estates and taxable trusts) – up to 75% of state estimated income tax liability

Signing the form

The form must be signed by hand. If you wish for electronic signature capability, you are invited to use the online form at www.gracescholars.org.

Submitting the form

After completing, printing and signing the form, you have three ways to submit the form to GRACE.

- Email. Scan to PDF and submit to askgrace@gracescholars.org.
- Fax to 404.920.7901
- Mail to:

GRACE Scholars
2401 Lake Park Dr. SE
Smyrna, GA 30080

How GRACE uses the information

GRACE uses your information to apply for your tax credit. The staff enters the information into the Georgia Department of Revenue's (DOR) self-service portal at the Georgia Tax Center website. When GRACE receives notice that you have been approved, it uses the information to complete and acknowledge your contribution.

What happens next?

GRACE will acknowledge the receipt of this form by email or mail. In January 2024, GRACE will enter your information into the Department of Revenue's online portal to apply for your tax credit.

When will I know if I am approved for a tax credit?

The DOR will have 30 days from the date of submission to act on your tax credit application. You should receive an approval letter in January 2024.

Payment Information

Payment may be made after the approval date given in your approval letter from the DOR. You must make your payment within 60 days of approval. Please initiate payment no later than a week before the end of the 60-day period. GRACE will process your payment only when the DOR notifies GRACE of your approval.

Your payment options are:

- Check payable to GRACE Scholars
- Online giving at www.gracescholars.org
- Stock or mutual fund shares





Entering Designations

Please use the information to complete the Designations section of the pre-registration form.

You may choose *up to three designations* by listing the amount for each entity (school or general fund) up to the total amount of the donation. To be sure the gift is properly credited, please include names of designations, cities for schools and the three-digit designation codes. Non-GRACE schools can be entered manually and do not require a three-digit code.

If scholarship needs are filled at a designated school, funds may be directed to another school with unmet need to comply with state law regarding the minimum annual distribution of funds.

GENERAL FUNDS

The GRACE board allocates the general funds (Board Choice or the Economically Disadvantaged Family Fund [EDFF]) to schools with the greatest need. Board Choice is the default selection if no designation is selected. Board Choice helps students with a broad range of financial need. EDFF helps students with the greatest financial need (i.e., they qualify for free or reduced lunch).

State and federal laws do not permit the designation of scholarships to specific individuals or families.



2024 SCHOOL AND GENERAL FUND DESIGNATIONS

Name of designation (school or general fund)	City	Code
General Funds administered by the GRACE Scholars board of directors		
Board Choice	N/A	250
Economically Disadvantaged Family Fund (EDFF)	N/A	290
Schools of the Archdiocese of Atlanta		
Blessed Trinity Catholic High School	Roswell	105
Holy Redeemer Regional Catholic School	Johns Creek	115
Immaculate Heart of Mary Catholic School	Atlanta	120
Our Lady of the Assumption Catholic School	Brookhaven	130
Queen of Angels Regional Catholic School	Roswell	140
St. Catherine of Siena Catholic School	Kennesaw	145
St. John Neumann Regional Catholic School	Lilburn	150
St. John the Evangelist Catholic School	Hapeville	155
St. Joseph Catholic Parish School	Athens	160
St. Joseph Catholic School	Marietta	165
St. Jude the Apostle Catholic School	Sandy Springs	170
St. Mary's Catholic School	Rome	175
St. Mary's Academy	Fayetteville	195
St. Peter Claver Regional Catholic School	Decatur	180
St. Pius X Catholic High School	Atlanta	185
St. Thomas More Catholic School	Decatur	190
Schools of the Diocese of Savannah		
Avila Catholic Academy	Grovetown	302
Aquinas High School	Augusta	301
Blessed Sacrament Catholic School	Savannah	375
Immaculate Conception Catholic School	Augusta	315
Sacred Heart Catholic School	Warner Robins	320
St. Anne-Pacelli Catholic School	Columbus	370
St. Francis Xavier Catholic School	Brunswick	330
St. James Catholic School	Savannah	340
St. John the Evangelist Catholic School	Valdosta	310
St. Joseph Catholic School	Macon	325
St. Mary on the Hill Catholic School	Augusta	345
St. Peter Claver Catholic School	Macon	355
St. Peter the Apostle Catholic School	Savannah	335
St. Teresa's Catholic School	Albany	365
St. Vincent's Academy	Savannah	350

GRACE SCHOLARS