



How to Apply for Educational Tax Credits

K-12 EITC (SO), OSTC and EIO

Always consult your tax expert first.

Step 1: Go to newpa.com/eitc – click “Apply” at the top of the page.

Step 2: Login page: If you are a new participant, register for a new account.

Returning participants should enter the previous year’s username and password. For help, contact DCED Customer Service at 1.800.379.7448.

Important Note: If you registered in the old Single Application, you should not Register again. Please login with your current User Name and Password to update your Account Information.

REGISTER
(First Time User? Click the button above)

FORGOT PASSWORD
(Forgot Your Password? Click the button above)

For new participants in the Educational Tax Credit Program

If you have previously submitted an application, whether or not it was approved, your original login should be used.

Step 3: In the upper left corner, select either EITC (for K-12 EITC and EIO) or OSTC. To open a saved application that you began but did not finish, click EDIT.

Submitted Applications **User Settings**

Begin a New Application

To begin a new Single Application For Assistance, enter a brief name for the project (up to sixty characters) and answer whether you need help selecting your program. If you already know the name of the program you want to apply for, answer "No".

If you are applying for the Educational Improvement Tax Credit (EITC) or the Opportunity Scholarship Tax Credit (OSTC), please click the appropriate button. If not, please continue below.

EITC **OSTC**

Project Name:

Do you need help selecting your program?
No

Are you applying for assistance as outlined in a signed and accepted offer letter from the Governor's Action Team (GAT)?
No

CREATE A NEW APPLICATION

Incomplete Applications
Incomplete applications will be automatically withdrawn by DCED one year of inactivity.

Id	Applicant/Company	Project Name	Program	Updated	
8064426		Educational Improvement Tax Credit	Educational Improvement Tax Credit (EITC)	5/19/2015	EDIT WITHDRAW

Select EITC for K-12 EITC (SO) and EIO

Select OSTC for K-12 (OSTC)

Select NO

Click EDIT to continue or edit saved applications

HINTS AND TIPS AS YOU COMPLETE THE APPLICATION:

- Your application saves automatically.
- An electronic signature is acceptable. The Commonwealth highly recommends that you print out and save a hard copy of the application and signature page. They may perform random audits.
 - **FOR RENEWING APPLICATIONS:** Do not hit the “submit button” until **May 15**, or the application will be denied, you will have to complete the online version again and approval of your application will be at risk.
 - **FOR NEW APPLICATIONS:** Do not hit the “submit button” until **July 1** or the application will be denied, you will have to complete the online version again and approval of your application will be at risk.

AIM Academy would be glad to review your completed application before submission – simply email it to jantonoplos@aimpa.org two weeks in advance of your submission date (noted above).

On page 1 of the application:

- NAICS code can be found by following through with the three selection boxes under the NAICS box.

On page 2 of the application:

- When asked for “County” hit “State-Wide Project” and the rest will autofill.
- When asked if you authorize DCED to switch your application request from EITC to OSTC should your application not be approved, AIM prefers that you answer “NO,” leaving your application on the EITC wait list.
- If you selected EITC on the “Begin a New Application” page, for question # 4, select one of the following options:**

Not for school
scholarships

Contact AIM

- EIO Year 1 of a 1-year commitment (75% tax credit)
- EIO Year 1 of a 2-year commitment (90% tax credit)
- EIO Year 2 of a 2-year commitment (90% tax credit)

For school
scholarships

- SO (K-12) Year 1 of a 1-year commitment (75% tax credit) – not preferred
- SO (K-12) Year 1 of a 2-year commitment (90% tax credit) – **PREFERRED**
- SO (K-12) Year 2 of a 2-year commitment (90% tax credit) – **PREFERRED**

- If you selected OSTC on the “Begin a New Application” page, for question # 4, select one of the following options:**

For school
scholarships

- OSTC Year 1 of a 1-year commitment (75% tax credit) – not preferred
- OSTC Year 1 of a 2-year commitment (90% tax credit) – **PREFERRED**
- OSTC Year 2 of a 2-year commitment (90% tax credit) – **PREFERRED**

You should receive notification from DCED beginning in early August through the fall in a letter indicating either approval of your application, or that it has been placed on a waitlist.

When your application is approved, please follow these procedures:

- Contact AIM when your application has been approved: 215.948-9335 or jantonoplos@aimpa.org
- Within 60 calendar days of receipt of the approval letter, the following items must be submitted to AIM Academy:
 - A check made out and sent to **AIM Academy**, 1200 River Road, Conshohocken, PA 19425
 - A copy of DCED’s letter of approval
- Within a few business days you will receive an envelope containing a Charitable Contribution Receipt and Acknowledgment, which must be forwarded to DCED immediately.
- For most pass-through entities, you may need to submit PA Rev-1123 on or before your tax return or extension.

Thank you for making an impact on a child who learns differently!

For more information, Joy Antonoplos, Associate Director of Institutional Advancement, 215-948-9335, jantonoplos@aimpa.org, www.aimpa.org/eitc