

## Tax Credit Donor Participant Guide

**Membership Information:** Eligible donors must have a share, partnership or be an employee of a for-profit business in the Commonwealth of Pennsylvania and be subject to Pennsylvania taxes to participate in The Friends Collaborative.

**How To Join:** If tax credits become available and you meet the donor eligibility requirements, your next step is to complete a joinder agreement to make a corresponding contribution. A 90% refund will be issued to you for each tax year. Contribution due dates for Year One and Year Two are listed in the joinder agreement.

**Important Note:** Contributions are due several months before refunds are processed by the PA Department of Revenue. *Donors have always received the credits due, but delays in processing returns are possible.* Donors who depend on their annual tax refund might consider speaking with their tax accountant to determine if this form of giving is best for their tax situation.

### Paperwork Instructions:

1. Review the operating agreement.
2. Complete the following pages of the joinder agreement, paying special attention to the following:
  - **Page A-4**
    - i. Pay close attention to *Member SS#*, or in cases where the member is an entity, *Entity EIN*, in Section 1. In order to provide members with their tax credits, a K-1 document must be produced using the members SS# or EIN. An inaccurate SS# will not produce a viable K-1 document.
    - ii. In cases where both spouses are members, pay close attention to the *Member 1 and Member 2 Contribution %* in Section 3. Assign an allocation that is proportional to the PA tax liability generated by each member. The total sum of Member 1 Contribution % plus Member 2 Contribution % must be 100%. Please consult with your tax professional if you have questions about your specific tax situation.
    - iii. In Section 3, fill in **both boxes** for Sections 3A and 3B with the same *Contribution Amount* for each year.
    - iv. *Sign and Date* in the Signatures Section.
  - **Page C-1 – Member’s Affidavit**
    - i. Please follow the same A-4 instruction guidelines listed above for page C-1. Be aware that although much of the information required on C-1 is the same as on page A-4, this specific affidavit form (C-1) is required by the state of PA under the program’s directives.
    - ii. This form will be completed yearly.
  - **Page C-2**
    - i. Indicate which member school(s) you are supporting. You can select multiple schools and allocate specific amounts to each. If you wish to direct your gift to all Friends schools rather than any specific school(s), choose “All member schools”.
    - ii. Pay close attention to *Bank Account* information in Section 6. Provide accurate bank details and authorization for the LLC listed in the joinder agreement to initiate an ACH debit transaction for payment. All details will be kept confidential.

## **Navigating the Digital Joinder Agreement Contract (PandaDoc) and Helpful Tips:**

**\*\* Please Note:** To complete the contract, download a copy, or perform any related tasks, you do not need a PandaDoc account.

### □ **Notifications**

- i. After your contract is created, a link to the contract will be emailed to you from Alex Hansen via PandaDoc <[docs@email.pandadoc.net](mailto:docs@email.pandadoc.net)>.
- ii. After TFC signs the contract, a link to the final contract will also be emailed to you from Alex Hansen via PandaDoc <[docs@email.pandadoc.net](mailto:docs@email.pandadoc.net)>.
- iii. You may also receive information about your contract from The Friends Collaborative by email from [admin@thefriendscollaborative.org](mailto:admin@thefriendscollaborative.org).

### □ **Progression through the Contract**

- i. All required fields will be highlighted and marked as *\*required*.
- ii. You can use tab key on your device to move through the required fields.
- iii. Alternatively, you will notice a yellow arrow on the right side of your screen with the words “*Fill in.*” When the field box is completed, the yellow arrow will change to a yellow box with the word “*Next.*” Click on the “*Next*” to progress to the next required field. If a field has been entered incorrectly, “*Next*” will redirect and take you to the field that requires fixing.
- iv. You will not be allowed to “*Finish*” and submit your contract until all required fields are completed.
- v. To finalize and submit your contract, you must click the “*Finish*” button at the top of the screen.

### □ **Editing Fields**

- i. You can edit your respective required fields at any point before you press “*Finish*” to submit the contract.
- ii. If TFC notices an error upon reviewing the document, the contract will be returned to you asking you to review and edit the incorrect information. Your original signatures will be erased, and you must re-sign the document where required. You must then re-submit the contract by clicking “*Finish*” again.

### □ **Validation Section**

- i. You are asked to re-enter certain essential information such as SSN and email address. This duplicated information is for TFC to review and validate to ensure accuracy.

### □ **Social Security Number Format & Phone Number Format**

- i. When entering your social security number, please include all nine digits. A SSN without all nine digits is not recognized as valid.
- ii. When entering your phone number, please include all ten digits, including area code. A phone number without all ten digits is not recognized as valid.

### □ **Signatures**

- i. You can use the *draw* feature to digitally write your signature, the *type* feature to type your signature, or *upload* feature to upload a saved image of your signature.

□ **Signatures [Con't]**

- ii. The type of signature you select at the first signature field location in the contract will be automatically maintained for all following signature fields throughout the remainder of the contract. If at any point you wish to change how your signature appears, you must first remove your signature wherever it appears by clicking on it. Then, you can go back to the initial signature field location on the contract and change the style at that particular field.

□ **Joint Member Contracts**

- i. In the case where you have selected a joint member contract and there are two members participating, the contract must be completed in member sequence. Member 1 must complete all Member 1 required fields and then press "Finish" to submit their portion of the contract. Member 2 will then be asked to complete all Member 2 required fields and then submit their portion of the contract.
- ii. Both members will have access to the full version of the contract, but only fields pertinent to the respective member will be able to be completed.
- iii. Member 1 is responsible for completing the member contribution percentages for both members in Section 3 on Page A-4 and C-1.

□ **Personal Copies of Contract**

- i. You can view your contract at any point in time, even after you sign. To view, click on the link to your contract that you received via email from PandaDoc (<[docs@email.pandadoc.net](mailto:docs@email.pandadoc.net)>).
- ii. You can retrieve a PDF copy of your contract at any point in time. To download a copy, click the "Other actions" menu bar located at the top right corner of the contract page. Then, click the "Download" option to generate a PDF and download the file.

**You Will Receive:**

1. A link to a PDF copy of the fully executed joinder agreement (contract) **by email** after The Friends Collaborative and the managers of the LLC review the document, initiate the contribution payment and the state receives the donation.
2. A K-1 form **by email** no earlier than March 15 of the year to which your contribution pertains. The document will provide you with your tax credits and you will use this form when preparing your taxes.

**\*\* For More Information:**

Please refer to our website at [www.thefriendscollaborative.org](http://www.thefriendscollaborative.org)

Contact the Executive Director of The Friends Collaborative:  
Alexandria Hansen, [alex@thefriendscollaborative.org](mailto:alex@thefriendscollaborative.org)

Contact one of the co-clerks of The Friends Collaborative:  
John Gilliland, [john@thefriendscollaborative.org](mailto:john@thefriendscollaborative.org)  
Jeff Markovitz, [jeff@thefriendscollaborative.org](mailto:jeff@thefriendscollaborative.org)

**Thank You for Your Participation!**

*Thank You for Your Support of The Friends Collaborative.  
Your Participation Makes Quaker Education Obtainable for More Families Throughout Pennsylvania.*