



## SIGN UP & PAYMENT INSTRUCTIONS

We are thrilled that your corporation has elected to enroll in the Corporate Tax Credit Scholarship Program.

The process to enroll is very simple. Just follow the enclosed step-by-step instructions. Signing up online takes only five minutes. Please note that enrolling does not legally require that you begin making payments immediately, it simply notifies the Department of Revenue of your intent to participate in the program, and reserves the amount you anticipate transferring to fund scholarships against the state-capped limit of \$88 million.

### **Online Enrollment Instructions for the Corporate Tax Credit Scholarship Program:**

1. Sign up online by visiting the Department of Revenue (DOR) website. Click on this link: [https://taxapp2.state.fl.us/gta/cit-sfo/index.cfm?fuseaction=dsp\\_sfo&bus\\_flag=1](https://taxapp2.state.fl.us/gta/cit-sfo/index.cfm?fuseaction=dsp_sfo&bus_flag=1)
2. Enter the **Amount of Planned Contribution** in whole dollars -- *do not use decimal points or commas in this field or the application will be rejected.*
3. Under the header **Scholarship Funding Organization to which the Contribution will be made** select Children First Florida (seen in blue) or Florida PRIDE (seen in green)
4. Complete all required fields in the application.
5. Click **Submit Application**.
6. Please notify our controller, Kim Dyson of your commitment via email at [kdyson@stepupforstudents.com](mailto:kdyson@stepupforstudents.com) or by phone at (800) 782-9140 ext. 228



The DOR will send an application confirmation within 10 business days. Should you wish to send a payment immediately, you can expedite the application by calling Annie Jordan at the DOR (850) 921-1237.

### **How to Make Payments:**

When it is time to make an estimated tax payment, you can remit quarterly tax payments to the DOR (net of the approved tax credit) and send the balance to the scholarship organization. Or, you can remit funds to the SFO at your fiscal year end. Please note that by law, all payments to the SFO must be made within your fiscal year.

1. Make the payment made payable to the named SFO that was selected when you registered with the DOR.
2. Mail or wire transfer\* the funds to the designated SFO.

<b>Florida School Choice Fund dba Florida PRIDE</b>	<b>Children First Florida</b>
Heather Moore, Executive Director	Cindy Forster, Executive Director
(813) 258-2700, ext. 226	(904) 247-6033
PO Box 1670	1101 N. Lake Destiny Road, Suite 375
Tampa, FL 33601	Maitland, FL 32751-7105
EIN 59-3649371	EIN 59-3169821

*\*For wire transfer information, please call Kim Dyson, Controller at (800) 782-9140 ext. 228*

3. Upon receipt of your contribution, the SFO will send a certificate of contribution. Keep this document on file.

**Thank You!** Our deepest gratitude goes out to your corporation. Your commitment to help children receive a quality education is a major contribution to their future and to our state.

**FOR ADDITIONAL INFORMATION CALL (800) 782-9140**