



An initiative of the Florida Tax Credit Scholarship Program

ENROLLMENT AND PAYMENT INSTRUCTIONS

We are thrilled that your corporation has elected to enroll in the Florida Tax Credit Scholarship Program, also known as Step Up For Students.

The process to enroll is very simple. Just follow the step-by-step instructions below. 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 Florida Department of Revenue (FL DOR) of your intent to participate in the program, and reserves the amount you anticipate transferring to fund scholarships against the state-capped limit of \$218,750,000.

Online Enrollment Instructions for the Florida Tax Credit Scholarship Program:

1. Sign up online by visiting the FL DOR website. Click on this link:
https://taxapp2.state.fl.us/gta/cit-sfo/index.cfm?fuseaction=dsp_sfo&bus_flag=1
2. Complete all required fields in the application.
3. Under the section where it asks you what you are applying for, select "Contribution to an SFO", unless you are using a Credit Carry Forward from a previous donation. Then in the drop-down menu where it asks you to "Select the Scholarship Funding Organization to which the Contribution will be made" select **Step Up For Students**. Step Up For Students is the only SFO servicing the entire state of Florida.
4. 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*. Please note that this amount should represent the combined total of all tax types that your company will be redirecting to the Florida Tax Credit Scholarship Program.
5. Then enter the amount of credit allocation for each applicable tax (the sum of the amounts must equal the planned contribution or credit carry forward entered above).
6. Complete the remainder of the required information.
7. Click **Submit Application**. You should immediately receive an acknowledgement that the application has been received and is being processed.
8. Once you complete your enrollment, please send your confirmation e-mail from the DOR to Crystal Larocca at clarocca@stepupforstudents.org and she will send you a payment reminder and remittance instructions.

The FL DOR will mail your approval letter within 10 business days. Should you wish to send a payment immediately, you may expedite receipt of the approval letter by calling Annie Jordan at the FL DOR (850) 717-6918 and requesting that it be faxed to you.

(See next page for payment instructions)



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How to Make Payments:

The type of tax you redirect determines when you should remit your payment to Step Up For Students.

2012 Cap Year - \$218,750,000

<u>Type</u>	<u>Redirection Percent</u>	<u>Time Frame</u>
Corporate Tax	Up to 100%	1/1/2012– 12/31/2012
Insurance Premium Tax	Up To 100%	1/1/2012– 12/31/2012
AB Excise Tax	Up to 90%	7/1/2012 – 6/30/2013
Direct Pay Sales & Use Tax	Up to 100%	7/1/2012 – 6/30/2013
Oil & Gas Production Tax	Up to 50%	7/1/2012 – 6/30/2013

Step Up For Students accepts checks, ACH and wire transfers.

Remittance Information for STEP UP FOR STUDENTS (Tax ID# 59-3649371)

MAILING ADDRESS

P.O. Box 1670
Tampa, FL 33601

PHYSICAL ADDRESS

337 S. Plant Ave.
Tampa, FL 33606

FED WIRE TRANSFERS

SunTrust Bank Atlanta
ABA No. 061-000-104
Foundations & Endowments Specialty Practice
Credit Account Number 9088000415
For Further Credit to Account Number: 5321350
Attention: Step Up For Students, Inc

ACH TRANSFERS

SunTrust Bank Atlanta
ABA No. 061-000-104
Credit Account Number 1000113400138
For Further Credit to Account Number: 5321350
Attention: Step Up For Students, Inc

Upon receipt of your contribution, Step Up For Students will send you an acknowledgement called a Certificate of Contribution. A copy of this document must be included with your Florida tax return to support the credit taken so please be sure to keep this document on file.

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

FOR ADDITIONAL INFORMATION CONTACT KERRI VAUGHAN AT (866) 344-9553