



Enrollment Instructions & Payment Information

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

The process to enroll is very simple; just follow the step-by-step instructions below. 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 contributing against the state-capped funding limit.

ONLINE ENROLLMENT INSTRUCTIONS

1. Sign up online by visiting the FL DOR website. Click on this link: <https://taxapps.state.fl.us/sfo/AllocationApplication.aspx>
2. Enter your company's FEIN, address and contact information.
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**.
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**. A confirmation page will appear acknowledging that the application has been received and is being processed. Please **save this confirmation** for your records.
8. Please **email a copy of your application confirmation** to Tim Bodamer at tbodamer@sufs.org and he will ensure you receive the necessary information for claiming your tax credits.
9. The FL DOR will mail your approval letter within 10 business days. If needed sooner, you may request the FL DOR expedite your approval by calling Annie Jordan at the FL DOR at (850) 717-6918. Be sure to reference your confirmation number on your request.

(See next page for payment information)

Step Up For Students
4655 Salisbury Road, Suite 400
Jacksonville, FL 32256
www.FLTaxCredit.org
1901 Ulmerton Road, Suite 180
Clearwater, FL 33762





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Thank you for your participation in the Florida Tax Credit Scholarship Program, administered by Step Up For Students. 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 the state of Florida.

HOW TO MAKE PAYMENTS

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

2016-17 Cap Year - \$559,082,031

<u>Type</u>	<u>Redirection Percent</u>	<u>Time Frame</u>
Corporate Income Tax	Up to 100%	1/1/2016– 12/1/2017
Insurance Premium Tax	Up To 100%	1/1/2016– 12/31/2016
Alcoholic Beverage Excise Tax	Up to 90%	7/1/2016 – 6/30/2017
Direct Pay Sales & Use Tax	Up to 100%	7/1/2016 – 6/30/2017
Oil & Gas Production Tax	Up to 50%	7/1/2016 – 6/30/2017

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

MAILING ADDRESS

Step Up For Students
Attn: Contribution Processing
4655 Salisbury Road
Suite 400
Jacksonville, FL 32256

Please note: As of January 2015, checks are being processed at our Jacksonville office.

FED WIRE TRANSFERS

SunTrust Bank Atlanta
ABA No. 061-000-104
Step Up For Students, Inc.
Scholarship Funds Account
Credit Account Number: 1000055656978

ACH TRANSFERS

SunTrust Bank Atlanta
ABA No. 061-000-104
Step Up For Students, Inc.
Scholarship Funds Account
Credit Account Number: 1000055656978

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.

FOR ADDITIONAL INFORMATION CONTACT TIM BODAMER AT (904) 416-0661

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