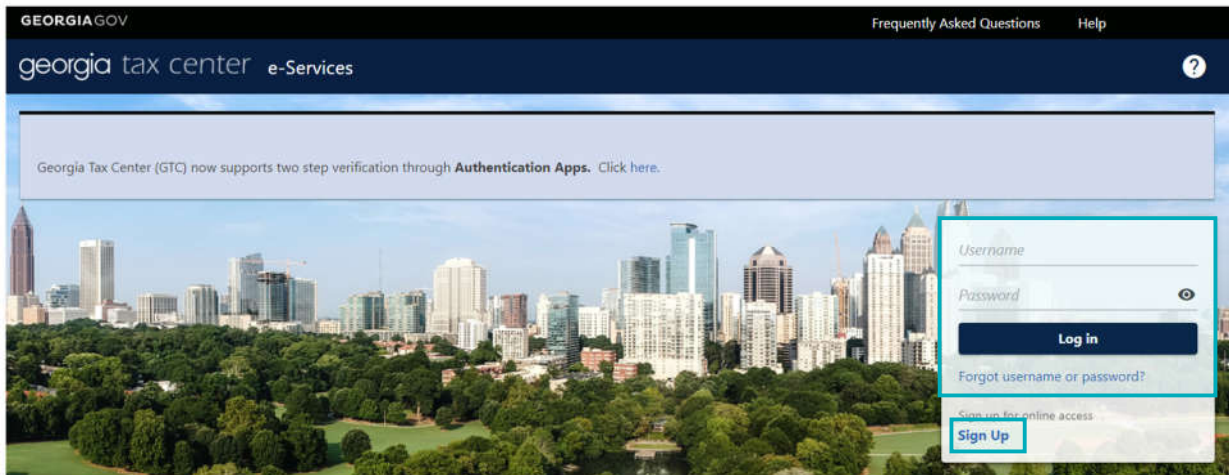




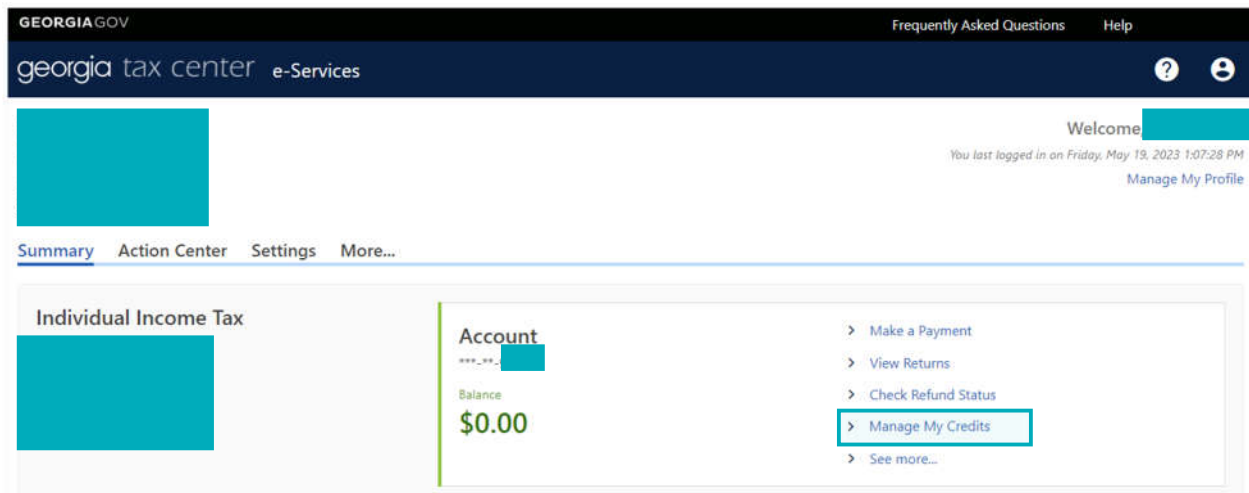
## Qualified Foster Child Donation Credit Pre-Approval Application Instructions Long Version with Screen Shots

Apply today by following these steps:

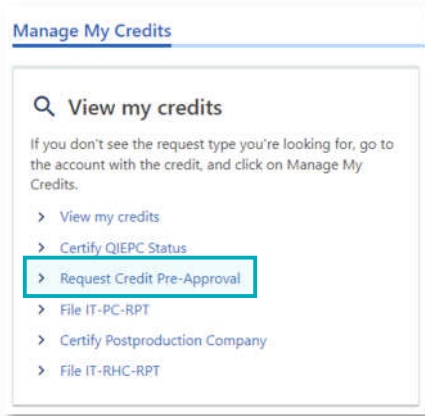
1. Log into Georgia Tax Center (GTC) at <https://gtc.dor.ga.gov/>. If you do not already have a GTC online account, you will need to create one. Select "Sign Up" link on the right-hand side. If you have never filed an income tax return in Georgia, call Taxpayer Services at (877) 423-6711 to get registered.



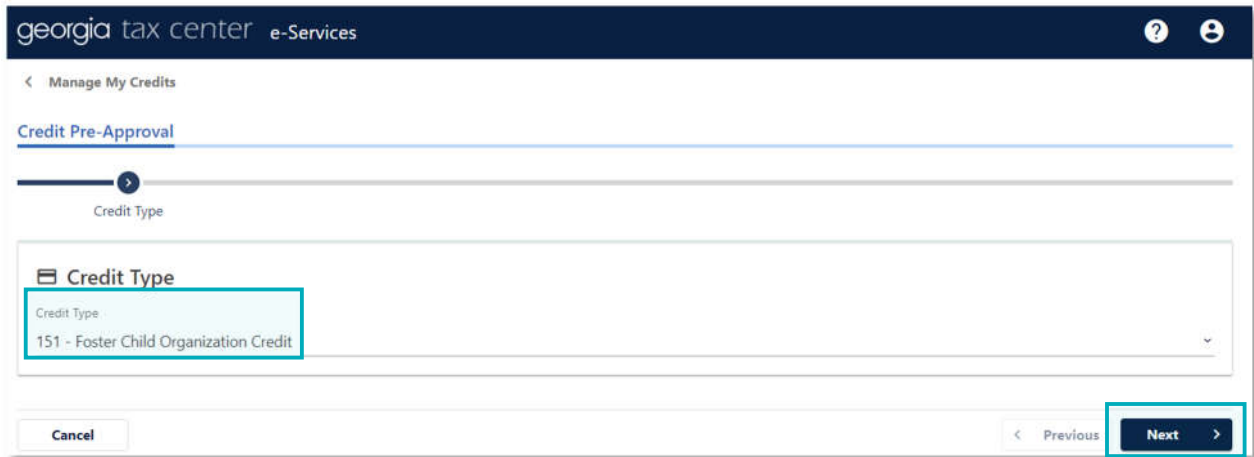
2. Once account is set up, log-in and click **Manage My Credits** link under the tax account.



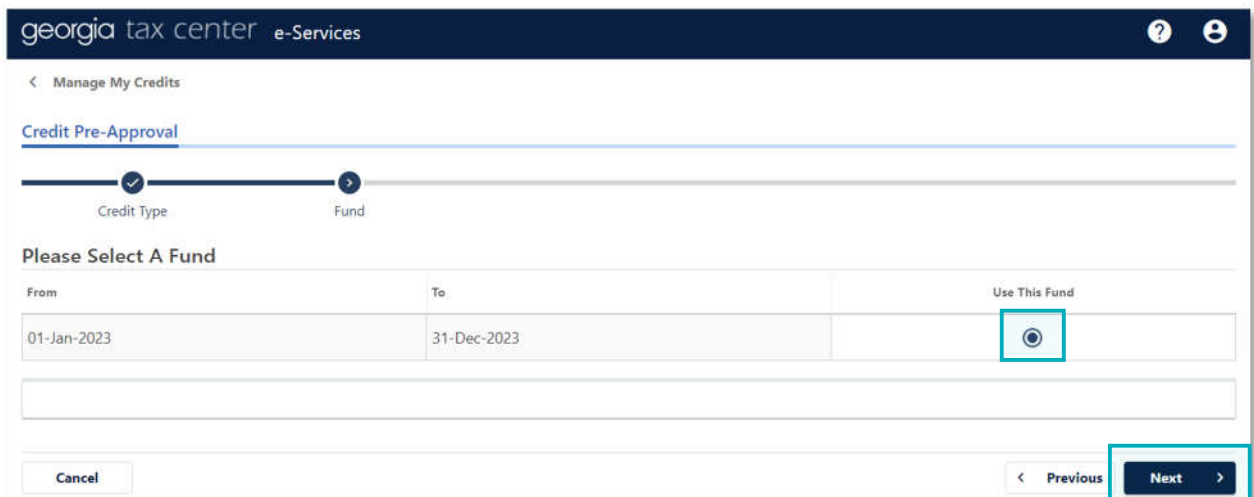
3. Click **Request Credit Pre-Approval** link.



4. Scroll down and select **Credit Type 151 – Qualified Foster Child Donation Credit** from the drop-down menu. Then, click **Next**.



5. Select the fund for the **Current Tax Year**. Then, click **Next**.



6. Complete the **Contact Information** section and enter the **Current Tax Year End Date** in the **Filing Period Information** field. Then, click **Next**.

The screenshot shows the 'Manage My Credits' interface for 'Credit Pre-Approval'. It features a progress bar with three steps: 'Credit Type', 'Fund', and 'Taxpayer Information'. The 'Taxpayer Information' section includes fields for Id Type, Social Security #, Id, First Name, Middle Name, and Last Name. The 'Address Information' section includes fields for Street, City, State, and Zip Code. The 'Contact Information' section, highlighted with a red box and a '1', includes fields for Contact Person, Contact's Title, Contact E-mail (Required), Contact Phone No. (Required), and Ext. The 'Filing Period Information' section at the bottom has a field for 'Current Tax Year End Date' with the value '31-Dec-2023', highlighted with a red box and a '2'. At the bottom right, there are 'Cancel', 'Previous', and 'Next' buttons, with the 'Next' button highlighted with a red box and a '3'.

7. Enter the **Contributor Information**. Your selection determines the next fields to complete; options will be given based on how you set up your GTC account.

*For individuals: enter your filing status. If married and filing jointly, spouse's information must be entered to proceed.*

*For corporations, fiduciaries, S corporations and partnerships electing to pay tax at entity level: enter the estimated income tax liability to determine the credit amount.*

8. Select your filing status. Then, click **Next**.

The screenshot shows the 'Contributor Information' step in the 'Credit Pre-Approval' process. A progress bar at the top indicates that 'Credit Type', 'Fund', and 'Taxpayer Information' are completed, while 'Contributor Info' is the current step. The 'Contributor Information' section is highlighted with a red box and contains the following elements:

- Contributor Information**  
Choose Your Filing Status !
- Individual Filing Single or Head of Household
- Individual Filing Married Separate Return
- Individual Filing A Married Joint Return

Below the radio buttons, there is a section for 'Contributor Information' with two input fields:

- Calendar year in which contribution will be made: 2023
- Tax year end of contributor: 31-Dec-2023

At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Next'. The 'Next' button is highlighted with a red box.

9. Enter **Contribution Amount**. Select **Fostering Success Act, Inc.** from the drop-down menu as the Name of Foster Child Organization. **Confirm our EIN: 88-2457311**. Then, click **Next**.

The screenshot shows the 'Contribution Amounts' step in the 'Credit Pre-Approval' process. The progress bar at the top shows that 'Credit Type', 'Fund', 'Taxpayer Information', and 'Contributor Info' are completed, and 'Contribution Amounts' is the current step. The 'Contribution Amounts' section is highlighted with a red box and contains the following elements:

- Contribution Amounts**  
Enter Contribution Information
- Amount of the contribution the taxpayer intends to make: [Redacted]
- Name of Foster Child Organization: FOSTERING SUCCESS ACT, INC 2
- Taxpayer I.D.# of Foster Child Organization: 88-2457311 3

At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Next'. The 'Next' button is highlighted with a red box and has a large red number '4' next to it.

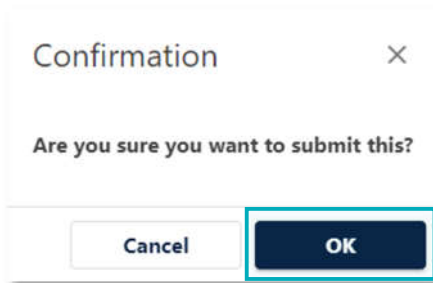
10. The next section to **upload documents is optional** and can be skipped. Click **Next** to continue.

The screenshot shows the 'Credit Pre-Approval' page in the Georgia Tax Center e-Services. The progress bar indicates that the 'Fund' step is the current step. The 'Attachments' section is highlighted with a red 'X' and a red box around the 'Next' button. The 'Attachments' table is empty, and the 'Next' button is highlighted with a red box.

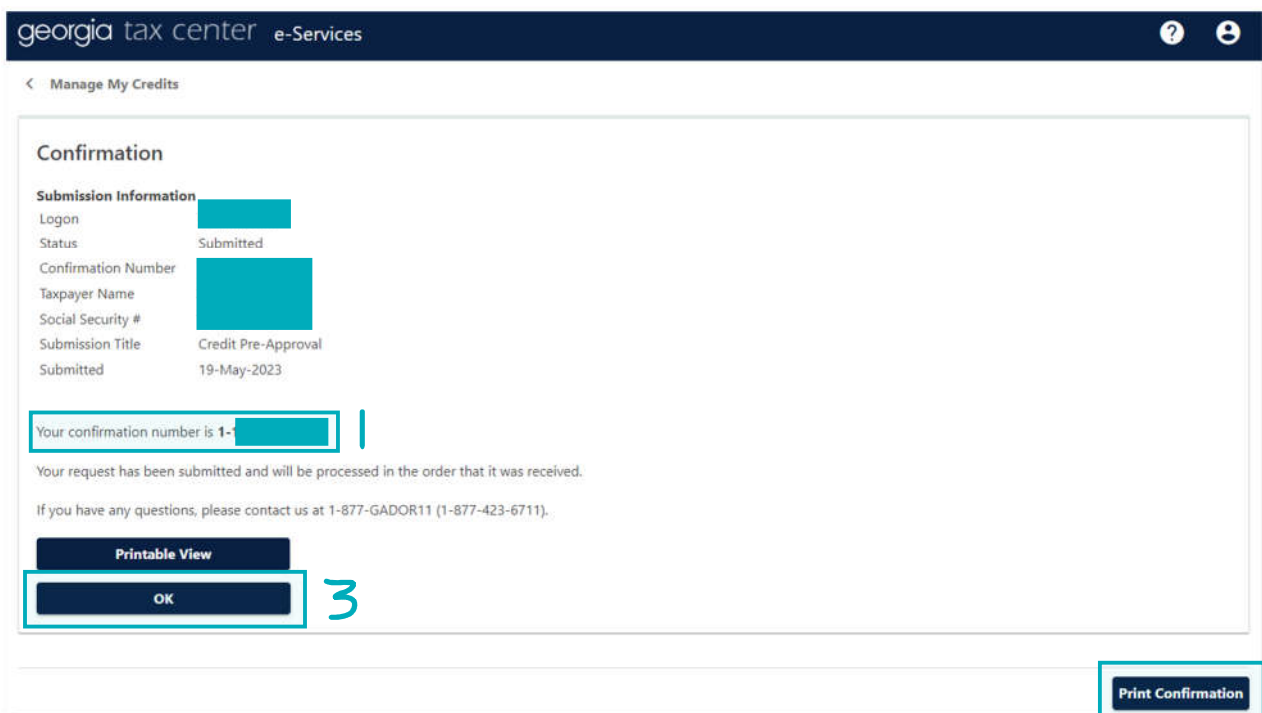
11. Review the **Summary** page. **Confirm Credit Type** (organization), **Fund Date End** (tax year end), **Credit Amount Requested**, and **Application Date**. **Check certification box, add your name** and then, click **Submit**.

The screenshot shows the 'Summary' page in the Georgia Tax Center e-Services. The progress bar indicates that the 'Summary' step is the current step. The 'Credit Information' section is highlighted with a red 'S' and a red box around the 'Submit' button. The 'Credit Information' section includes fields for Credit Type, Fund Date End, Credit Amount Requested, and Application Date. The 'Signature' section is highlighted with a red 'S' and a red box around the 'Submit' button. The 'Submit' button is highlighted with a red box.

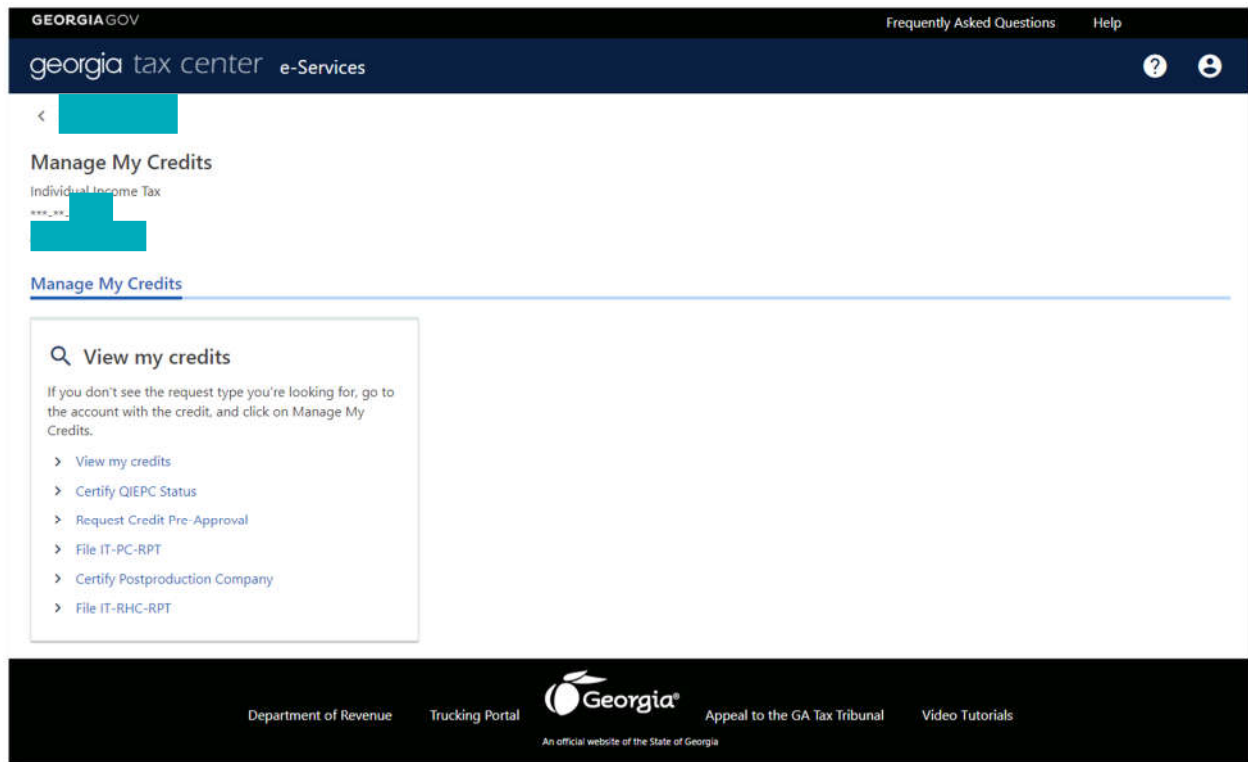
12. Click **OK** on the confirmation page to submit.



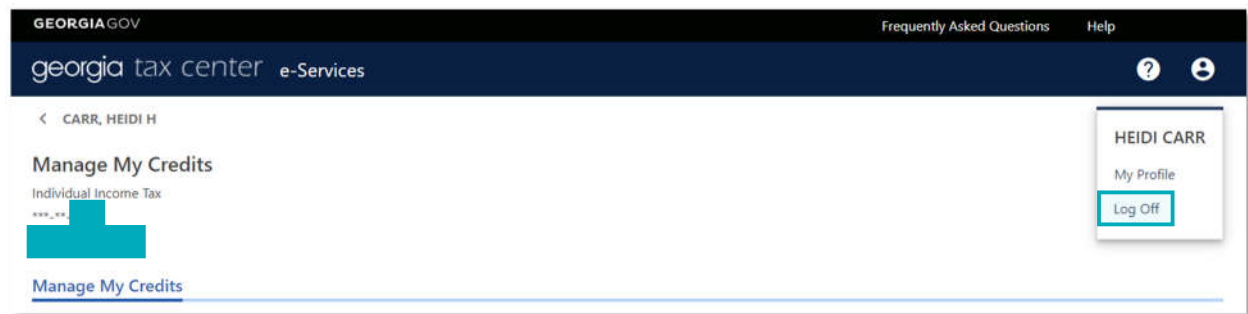
13. **Confirmation Page** will display. Write down the **Confirmation Number** or print the page for your records. This request will be stored on your GTC account and can be viewed under the **Submissions** tab. Finally, click **OK**.



14. Screen will return to your **Manage My Credits Page**.



15. **Log Out** of your GTC account.



16. Your request will be reviewed, and a letter (similar to the one below) sent from the Department of Revenue (DOR) notifying you of your status once processing is complete. Fostering Success Act, Inc. will also be notified.

