

Application Process for Businesses

Creating Scholarships for Students at RTCS

1. Are you a Pennsylvania–based corporation or business that pays any of the following?
 - Capital stock and franchise tax
 - Corporate net income tax
 - Bank and trust company shares tax
 - Title insurance companies shares tax
 - Title insurance premium tax
 - Mutual thrift institution tax
 - Personal income tax of S-corporation shareholders, or partners in general or limited partnerships (income of the “pass-through” entity).
2. Complete the enclosed Business Application for the Pennsylvania Educational Improvement Tax Credit Program (DCED form – SO Application, page 7).
3. Mail or fax your completed application to:

Department of Community and Economic Development
The EI Tax Credit Program
Center for Business Financing – Tax Credit Division
400 North Street, 4th Floor, Commonwealth Keystone Building
Harrisburg, PA 17120
Phone: 717.787.7120 Fax: 717.772.3581
4. You will receive a letter of acceptance from the DCED, if your application has been approved.
5. Within **60 days** of this acceptance, forward the following **two items to ACSI**, Mr. Hegedus (address below):
 - A check payable to ACSI CTF (Association of Christian Schools International, Children’s Tuition Fund)
 - A letter on your business letterhead requesting that your EI Tax Credit money be designated for Robinson Township Christian School
6. Mr. Hegedus at ACSI CTF will then send you an official receipt acknowledging your letter and the granting of the scholarship money to Robinson Township Christian School.
7. Within **90 days** from the date of your approval letter, send a copy of the above receipt (DCED form – Appendix VI, page 6) to the DCED so that your tax credits are properly posted. The DCED will provide the information to the Department of Revenue.

Thank you!

Mrs. Barbara Thompson, Director of Development
Robinson Township Christian School
77 Phillips Lane
McKees Rocks, PA 15136
412-787-5919
barbthompsonrtcs@yahoo.com
rtconline.org

Mr. David Hegedus, Ed.D., Associate Director
ACSI CTF PA
845 Silver Spring Plaza, Suite B
Lancaster, PA 17601
717.285.3022
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www.acsi.org

Since its founding in 1978, RTCS has been committed to high standards in academics as well as conduct. Our school currently teaches preschool through twelfth grade. In 2008 RTCS graduated its sixth senior class and continues to strive for excellence in education as it serves the community.