



***Education Improvement State Tax Credit Program to benefit All Saints Catholic School  
Pre-authorization Steps***

*Thank you for your gift to this program. It provides tuition for more than a third of All Saints students. Your gift helps provide a quality Catholic education to families who otherwise would not be able to afford it. We appreciate you taking the time to complete this process.*

1. Please complete the two forms (the Letter of Intent and the Pre-authorization Form) and return them to All Saints Catholic School, Attn: Alyssa McBride, 3418 Noble Ave., Richmond, VA 23222 or scan and e-mail to [acmbride@allsaintsric.org](mailto:acmbride@allsaintsric.org). *Do not send payment yet.*
2. About 30 days afterward, you will receive an authorization certificate from the Department of Education in the mail. Please hang on to this.
3. Within 180 days of the date on the authorization certificate, please sign the certificate and send it with a check made out to "McMahon Parater Foundation" to: McMahon Parater Foundation, Attn: Joyce Schrieber, 7800 Carousel Lane, Richmond VA 23294. Please note: do not write anything in the MEMO portion of the check; the state will not accept the check with any additional notes on it. *If you are using stock or a credit card, please contact Alyssa McBride first for separate procedures.*
4. Please leave a message with [amcbride@allsaintsric.org](mailto:amcbride@allsaintsric.org) or 804 329-7524 x 111 when you send the donation to the Foundation, so we may follow up on it.
5. Within about 30 days, you will receive an acknowledgement letter from the Diocese and a tax credit certificate from the Department of Education that you will then file with your tax return.

Please do not hesitate to contact Alyssa McBride if you have any questions. Thank you!

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