

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

*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. At your convenience, please complete the two forms attached (the Letter of Intent and the Pre-authorization Form) and mail them to: All Saints Catholic School, Attn: Alyssa McBride, 3418 Noble Ave., Richmond, VA 23222. *Please note: no payment can be made until pre-authorization is obtained; your credit card will not be charged yet.*
2. About 30 days afterward, you will receive a pre-authorization certificate from the Department of Education in the mail.
3. Within 180 days of the date on the pre-authorization certificate, please *sign* the pre-authorization certificate and mail it to: All Saints Catholic School, Attn: Alyssa McBride, 3418 Noble Ave., Richmond, VA 23222. If you have not already, please call Alyssa McBride with your credit card information (804 329-7524 x 111). Your credit card will be charged at this time. The charge on your bill will be from "Roman Catholic Diocese of Richmond."
4. Within about 30 days, you will receive an acknowledgement letter from the McMahan Parater Foundation and a tax credit certificate from the Department of Education that you will then file with your state tax return.

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

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