

## ***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. At your convenience, please complete the two forms attached (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. Do not send payment yet.
2. About 30 days afterward, you will receive a pre-authorization certificate from the Department of Education in the mail. Please hang on to this.
3. Within 180 days of the date on the pre-authorization certificate, please sign the pre-authorization certificate and send it with a check made out to "McMahon Parater Foundation" to: Catholic Diocese of Richmond, 7800 Carousel Lane, Richmond VA 23294, Attn: Joyce Schrieber. Please note: do not write anything in the MEMO portion of the check, the state will not accept the check. 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 108 when you send the donation, 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 2017 return.

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

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