



## STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Revenue  
DIVISION OF TAXATION  
One Capitol Hill  
Providence, RI 02908  
[www.tax.ri.gov](http://www.tax.ri.gov)

### **Tax Credits for Contributions to Scholarship Organizations**

**The following steps must be followed in order to ensure the certificate process. Credit under this program will not be allowed on your tax filing unless the original certificate is attached to your return. An original certificate can only be issued upon completion of these steps.**

**Application forms and additional information on this program can be found on the Division of Taxation's website. Visit <http://www.tax.ri.gov/Credits/index.php> for this information.**

#### **Business Entity Responsibilities:**

##### **Approval Process**

- Submit your application to the Division of Taxation beginning on July 1, 2010. Any application received prior to July 1, 2010 will be returned to the applicant.
- If your business entity is a pass-through entity and the credit will be used against personal income tax filings, please complete the worksheet on page 2 of the application. On the worksheet list all members, their social security numbers and their applicable credit percentages and/or amounts.
- Within 30 days of submittal, you will receive an approval or denial.
- Upon approval, you have 120 days from the date of your approval letter to make your contribution to the scholarship organization(s) designated in your application.
- Upon denial, you will receive a letter stating the reason for the denial of your application.

##### **Certification Process**

- Once you make your contribution, you must apply to the Division of Taxation for your tax credit certificate.
- You must submit certification from an independent Rhode Island certified public accountant that the cash contribution has been made to the scholarship organization(s) designated in your application. The certification should include the date of the contribution, the amount of the contribution and the recipient of the contribution.
- The independent Rhode Island certified public accountant must be licensed in accordance with RIGL 5-3.1 and cannot be affiliated in any way with your business, the scholarship organization or this scholarship program. An entity cannot certify its own contribution, nor can an employee of the entity do so.
- This CPA certification must be sent to my attention.

##### **Use of credit certificate on tax filing**

- You must attach the original certificate to the tax return on which you are claiming the credit.
- Certificate copies and/or copies of your application approval letter can not be accepted in place of the original certificate.
- If your original certificate is misplaced, you may request a replacement certificate. Send a letter to my attention requesting a replacement certificate and stating the reason for the replacement request.
- Credit under this program can only be used in the year in which the contribution was made.
- Unused credit amounts cannot be carried forward for use on future tax returns.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Revenue  
DIVISION OF TAXATION  
One Capitol Hill  
Providence, RI 02908  
[www.tax.ri.gov](http://www.tax.ri.gov)

**SGOs Responsibilities:**

**Certification Process**

- Upon receipt of a contribution, the scholarship organization will submit a letter of receipt to my attention.

**Division of Taxation's Responsibilities:**

**Approval Process**

- Within 30 days of receipt of an application, I will either approve or deny an application and send a letter with the determination to the business entity.
- A tracking system will be maintained on the Division of Taxation's website to report the amount of credit approved and the amount of credit still available for applicants.

**Certification Process**

- Upon receipt of: 1) the independent Rhode Island certified public accountant's certification that the contribution has been made and 2) the SGO's letter of receipt of the contribution, I will be able to issue the business entity's certificate(s).
- I will issue a certificate(s) according to the business entity's application.
- If multiple members are receiving credit, each member will receive his/her own certificate bearing their name, social security number, credit amount and tax year certificate can be used against.
- If a business entity made a contribution to more than one of the scholarship organizations, the entity or its members will receive a certificate for each scholarship organization.
- All certificates will be mailed to the address on the business entity's application. If the certificates are to mailed to an address other than that listed on the business entity's application (accountant's address, etc.), I must receive written authorization from the person who signed the initial application.

If you have any questions regarding this process, please contact me.

Thank you,

Donna Dube  
Senior Revenue Agent  
(401) 574-8903 – telephone  
(401) 574-8917 – facsimile  
[ddube@tax.ri.gov](mailto:ddube@tax.ri.gov) - email