



Saint Louis Crisis Nursery

Neighborhood Assistance Program Tax Credit Application

Steps to process your Tax Credit Application

(Each step must be completed for the successful submission of your tax credit application.)

1. Eligibility: Businesses or individuals who operate a sole proprietorship, operate a farm, have rental property or have royalty income are also eligible, as well as a shareholder in an S-corporation, a partner in a Partnership or a member of a Limited Liability Corporation.
2. Your very generous contribution of at least \$1,000 must be received by the Saint Louis Crisis Nursery (SLCN).
3. The SLCN will then mail you, the donor, a tax credit application, noting your contribution amount (*this cannot be signed by the Crisis Nursery Project Director until it is sent back after notarization*).
4. Prior to sending the tax application back to the Crisis Nursery:
 - Please be sure to SIGN the application as the donor;
 - Please complete ALL appropriate tax identification information on the application;
 - Application must be notarized;
 - A copy of the ***FRONT and BACK*** of the cancelled check or credit card statement ***MUST*** be included or the state will not accept the application;
 - If your gift is stock:
 - Attach documentation of the transfer of stocks/bonds from you to the Crisis Nursery, indicating the name of the securities, number of shares, date of transfer and market value on the date of transfer.
 - Send the application with appropriate documentation back to:
Attn: Betsy Kirchoff
Saint Louis Crisis Nursery
11710 Administration Drive, Suite 18
St. Louis, MO 63146
5. The SLCN Project Director, Betsy Kirchoff, will review the application for completeness, sign it and forward it with the documentation to the State.
6. The State of Missouri issues a Tax Credit Certification to the donor to be used when the donor files their taxes (*Please note this can take 4-6 weeks*).

NOTE:

- A. Your tax application cannot be signed by the SLCN Project Director until all necessary documentation is provided;
- B. In order to comply with state processing requirements, the SLCN will send the form to the State on your behalf.
- C. According to the Department of Economic Development, applications for tax credits must be completed and submitted **within the first 12 months** after the gift is made, but once awarded, you may use your tax credits anytime within five years of your donation.

THANK YOU!

**How to file a Champion for Children
Tax Credit Application
with the Saint Louis Crisis Nursery (SLCN)**

(1.)

Donor makes a Monetary Contribution of at least \$100

(2.)

The SLCN mails the donor a tax credit application, authorized by a Director,
noting their contribution amount

(3.)

Donor then fills in appropriate
tax identification information

(4.)

The donor then mails the completed application along with a completed Form
MO-TC to the State of Missouri with their annual return, or in some cases,
their amended return.
(<http://dor.mo.gov/forms>)

(5.)

After the tax season is over (April 15th), the State of Missouri will mail the
donor a letter confirming the credits.

For specific instructions or questions, go to <http://dor.mo.gov/taxcredit/cic.php>