



Always consult your tax expert first.

**Step 1:** Go to [newpa.com/eitc](http://newpa.com/eitc) – click “Apply” at the top of the page.

**Step 2:** Login page: If you are a new participant, register for a new account. Returning participants should enter the previous year’s username and password. For help, contact DCED Customer Service at 1.800.379.7448.

If you have previously submitted an application, whether or not it was approved, your original login should be used.

For new participants in the Educational Tax Credit Program

**Step 3:** In the upper left corner, select either EITC (for Pre-K/PKSO, K-12 EITC and EIO) or OSTC. To open a saved application that you began but did not finish, click EDIT.

Select EITC for Pre-K (PKSO), K-12 EITC (SO) and EIO

Select OSTC for K-12 (OSTC)

Select NO

Click EDIT to continue or edit saved applications

## HINTS AND TIPS AS YOU COMPLETE THE APPLICATION:

- Your application saves automatically.
- An electronic signature is acceptable. The Commonwealth highly recommends that you print out and save a hard copy of the application and signature page. They may perform random audits.
  - **FOR RENEWING APPLICATIONS:** Do not hit the “submit button” until May 15<sup>th</sup>, or the application will be denied, you will have to complete the online version again and approval of your application will be at risk.
  - **FOR NEW APPLICATIONS:** Do not hit the “submit button” until July 3<sup>rd</sup> or the application will be denied, you will have to complete the online version again and approval of your application will be at risk.

**The Jewish Federation of Greater Harrisburg would be glad to review your completed application before submission—email it to [sdym@silveracademypa.org](mailto:sdym@silveracademypa.org) two weeks in advance of the submission date (noted above).**

### On page 1 of the application:

- NAICS code can be found by following through with the three selection boxes under the NAICS box.

### On page 2 of the application:

- When asked for “County” hit “State-wide Project” and the rest will autofill.
- When asked if you authorize DCED to switch your application request from EITC to OSTC should your application not be approved, the Federation prefers that you answer “no,” leaving your application on the EITC wait list.
- If you selected EITC on the “Begin a New Application” page, for question #4 you will be selecting one of the following options:**

#### Not for school scholarships

Contact the Federation

- EIO Year 1 of a 1-year commitment (75% tax credit)
- EIO Year 1 of a 2-year commitment (90% tax credit)
- EIO Year 2 of a 2-year commitment (90% tax credit)

#### For school scholarships

- PKSO (Pre-school) Year 1 of a 1-year commitment (90-100% tax credit) – not preferred
- PKSO (Pre-school) Year 1 of a 2-year commitment (90-100% tax credit) – **PREFERRED**
- PKSO (Pre-school) Year 2 of a 2-year commitment (90-100% tax credit) – **PREFERRED**
- SO (K-12) Year 1 of a 1-year commitment (75% tax credit) – not preferred
- SO (K-12) Year 1 of a 2-year commitment (90% tax credit) – **PREFERRED**
- SO (K-12) Year 2 of a 2-year commitment (90% tax credit) – **PREFERRED**

- If you selected OSTC on the “Begin a New Application” page, for question #4 you will be selecting one of these following options:**

#### For school scholarships

- OSTC Year 1 of a 1-year commitment (75% tax credit) – not preferred
- OSTC Year 1 of a 2-year commitment (90% tax credit) – **PREFERRED**
- OSTC Year 2 of a 2-year commitment (90% tax credit) – **PREFERRED**

You should receive notification from DCED beginning in early August through the fall in a letter indicating either approval of your application, or that it has been placed on a waitlist.

### When your application is approved, please follow these procedures:

- Contact The Silver Academy when your application has been approved: 717.238.8775 x209 or [sdym@silveracademypa.org](mailto:sdym@silveracademypa.org)
- Within 60 calendar days of receipt of the approval letter, the following items must be submitted to the Federation:
  - A check made out and sent to the **Jewish Federation of Greater Harrisburg**, 3301 N. Front Street, Harrisburg PA 17110
  - A copy of DCED’s letter of approval
- Within a few business days you will receive a Charitable Contribution Receipt and Acknowledgment, which must be forwarded to DCED immediately.
- For most pass-through entities, you may need to submit PA Rev-1123 on or before your tax return or extension filing due date (check with your accountant to confirm).



**The Silver Academy**  
*Central PA's Jewish Day School*

**Thank you for making an impact on a child's education!**

For more information, contact Shari Dym, *Director of Development*, at 717.238.8775 x209 or [sdym@silveracademypa.org](mailto:sdym@silveracademypa.org) or visit [www.silveracademypa.org/eitc--corporate-giving](http://www.silveracademypa.org/eitc--corporate-giving)