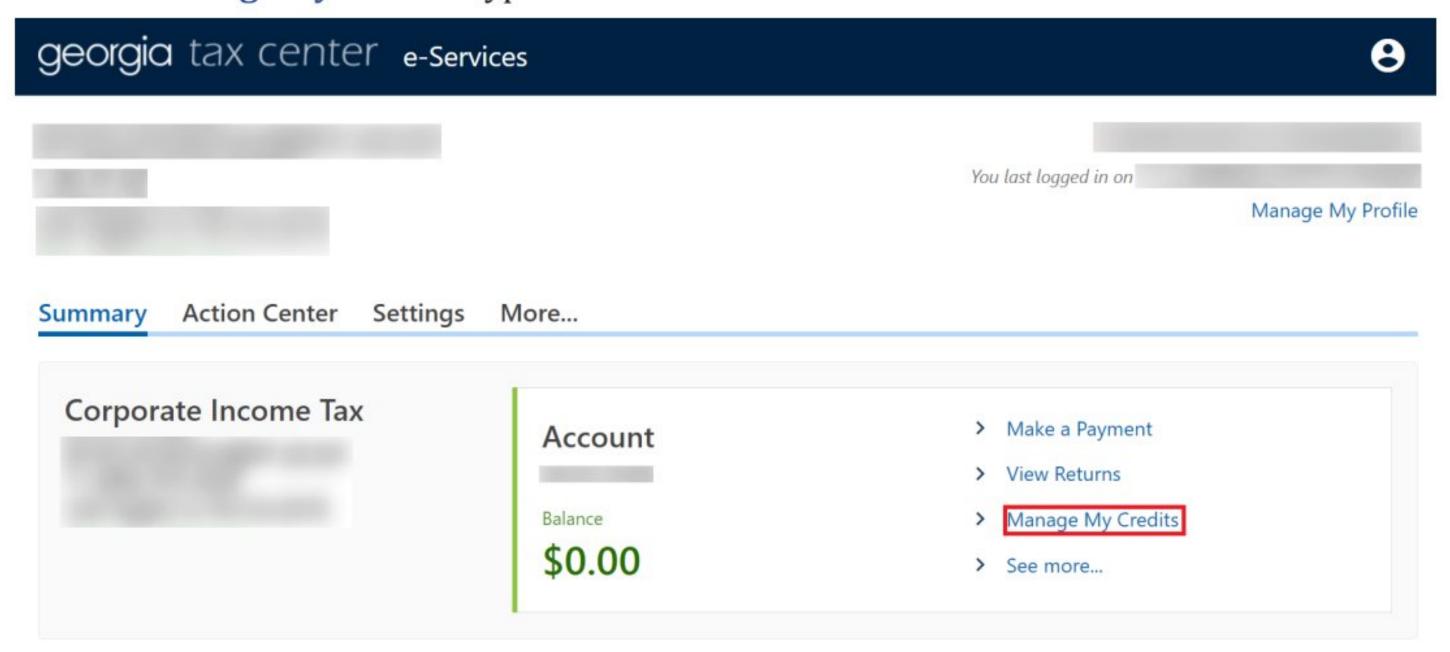


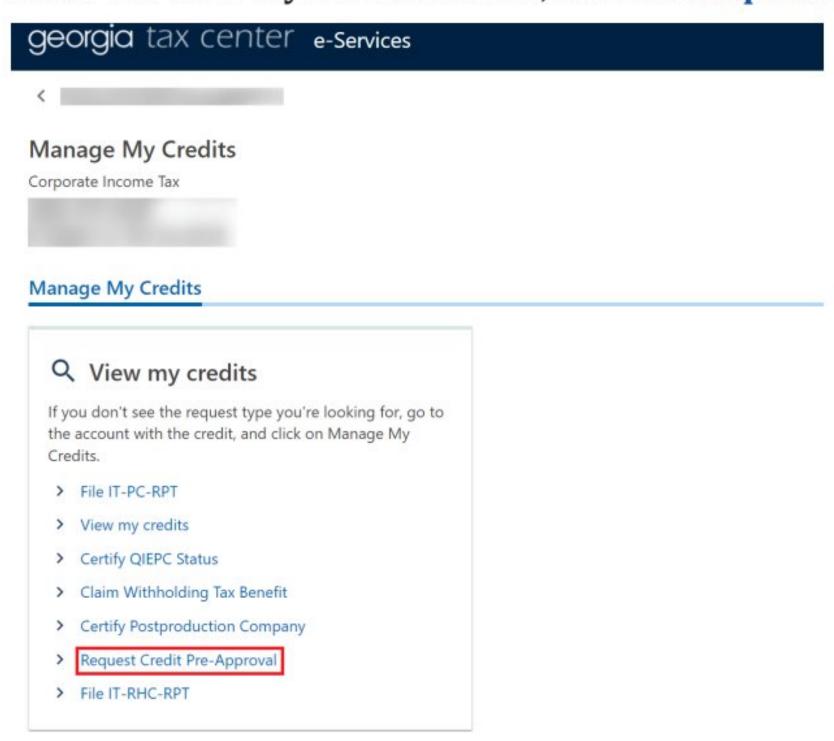
A taxpayer seeking pre-approval for the **Foster Child Organization** Credit must submit Form IT-QFCD-TP1 electronically through the Georgia Tax Center (GTC). A corporate, fiduciary, or individual income tax account is required.

**NOTE**: Instructions will be different in some steps if you are an individual versus a corporation/fiduciary. If you have never filed an income tax return with the Georgia Department of Revenue, you must call the Taxpayer Services Call Center at (877) 423-6711 to become registered before you can submit your request.

- 1. Log into GTC (https://gtc.dor.ga.gov/).
- 2. Click the Manage My Credits hyperlink under the tax account.



Under the View my credits section, click the Request Credit Pre-Approval hyperlink.

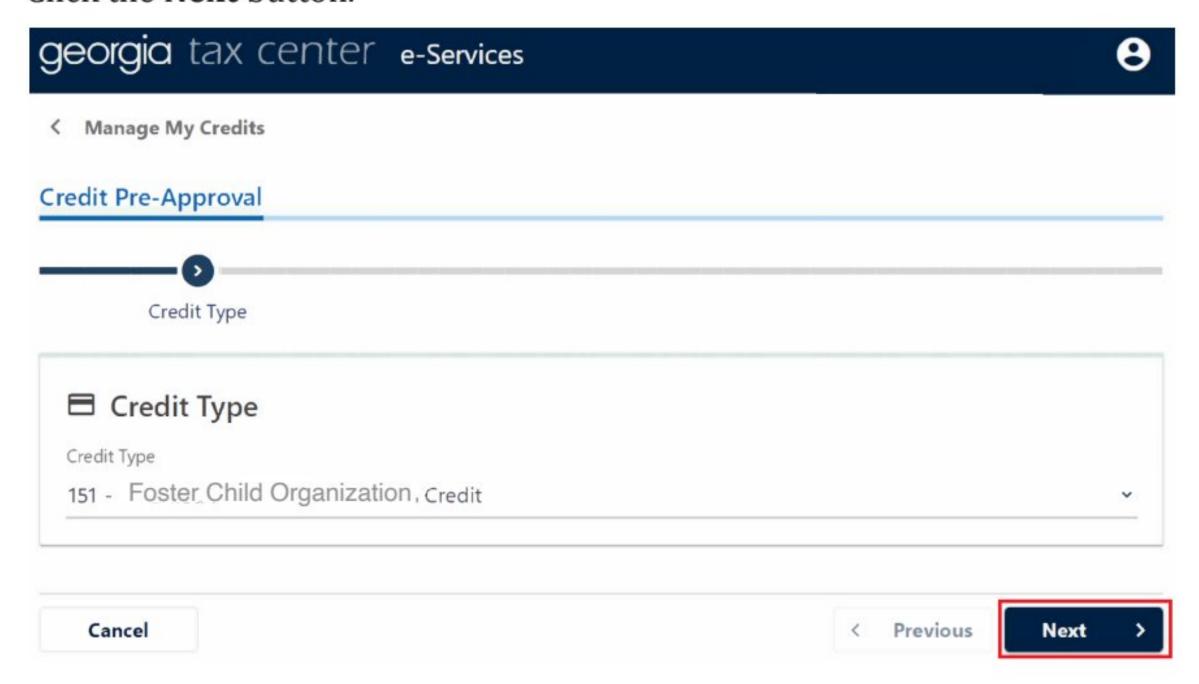




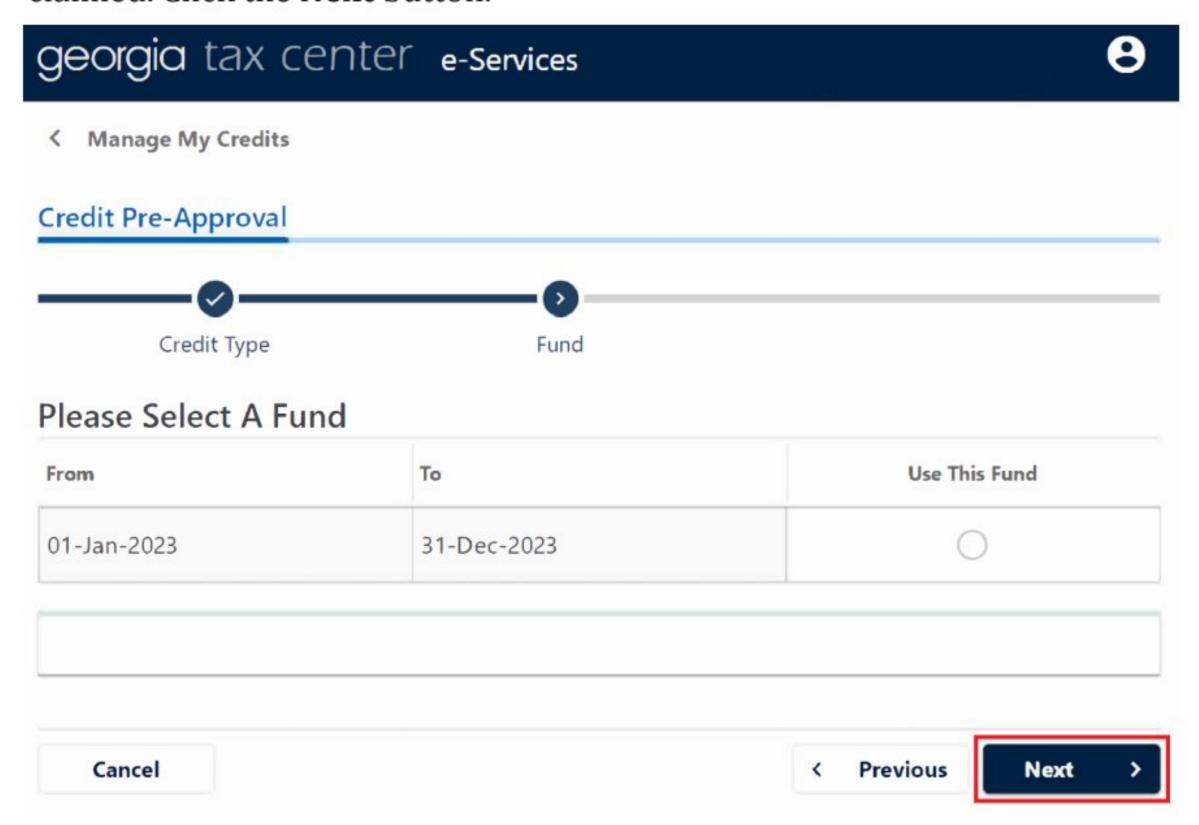
**CS** CamScanner



 Select Credit Type 151 - Foster Child Organization Credit from the drop-down menu. Click the Next button.

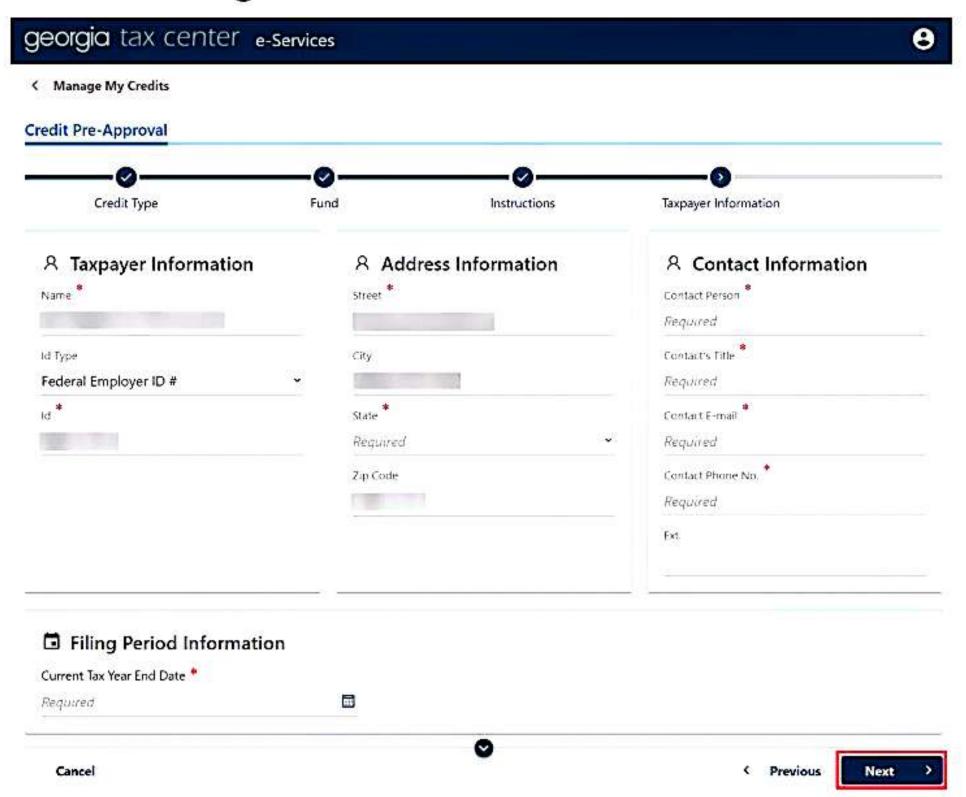


5. Select the fund that corresponds with the tax year that the credit will be generated or claimed. Click the **Next** button.

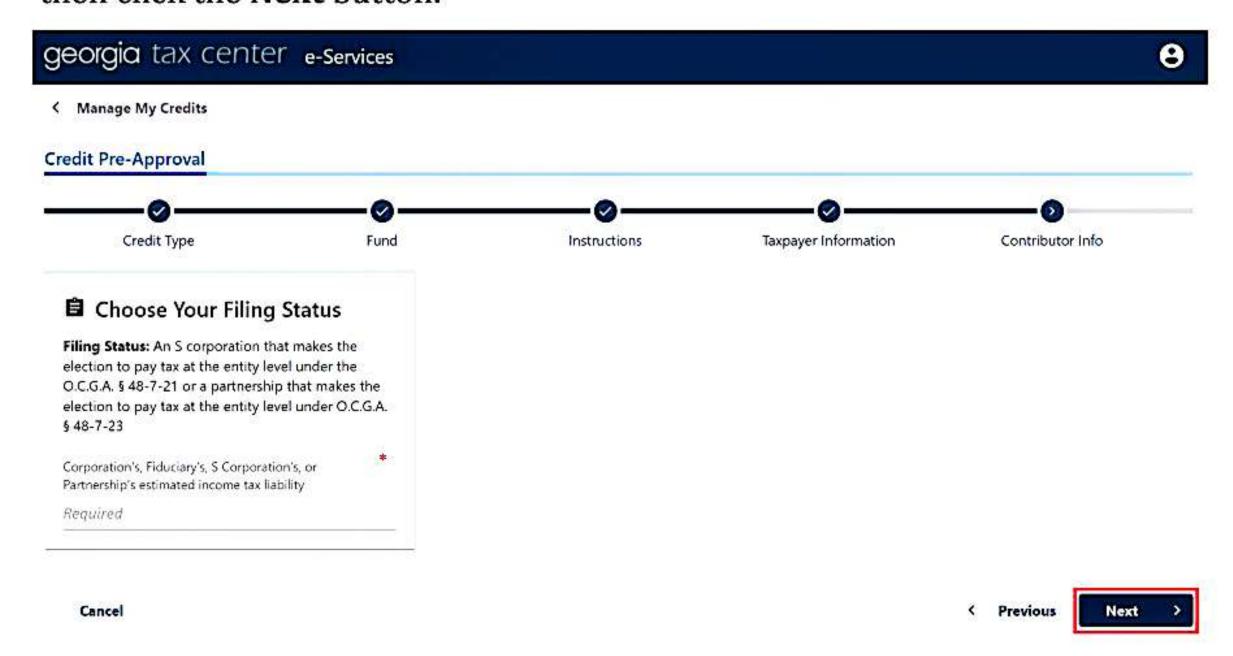




- Review the instructions for the Foster Child Organization Credit pre-approval form. Click the Next button.
- 7. Complete the Contact Information section and enter the Current Tax Year End Date under the Filing Period Information section. Click the Next button.



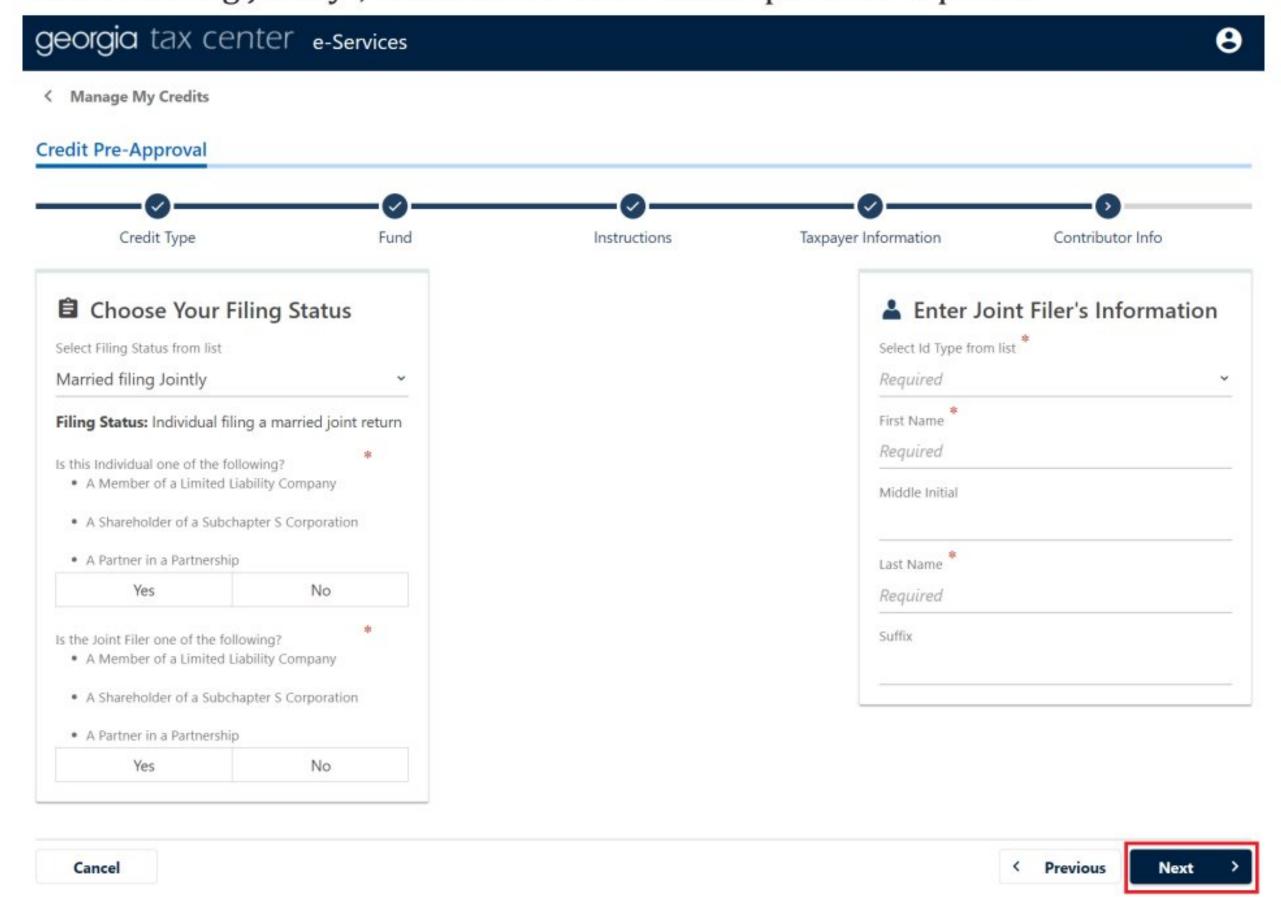
- 8. Enter the Contributor Information. Click the Next button.
  - For corporations, fiduciaries, S corporations and partnerships electing to pay tax at
    the entity level: enter the estimated income tax liability to determine the credit amount and
    then click the Next button.



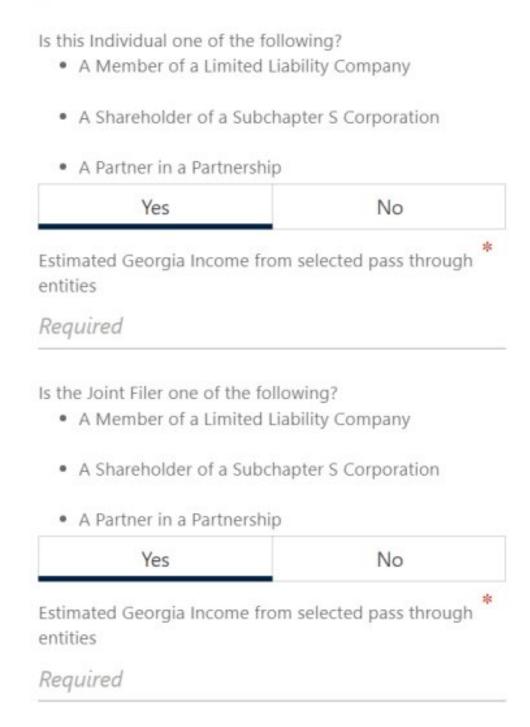




 For individuals: select your filing status from the drop-down list. If the filing status is "Married filing Jointly", the SSN and name of the spouse is required.

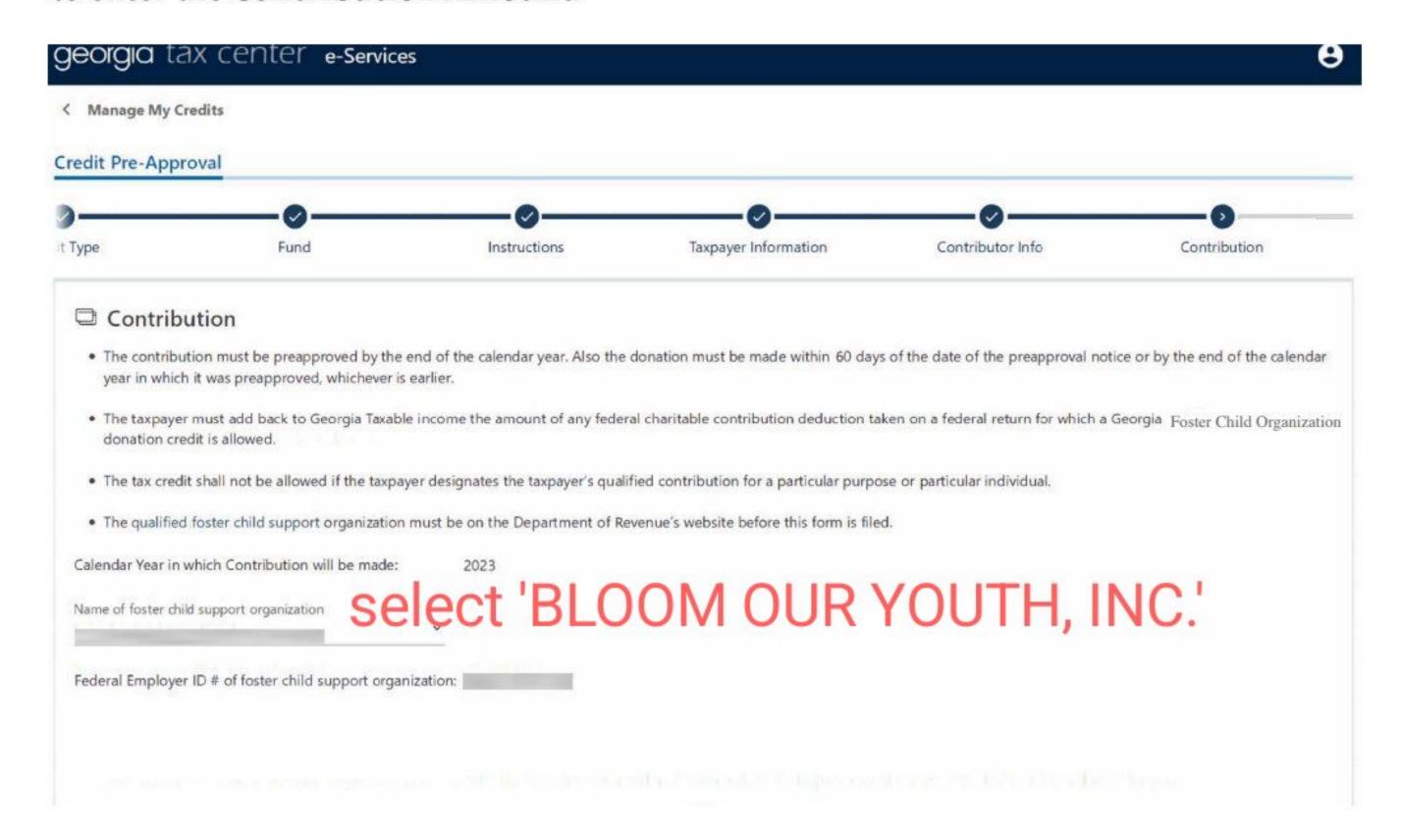


For each filer, answer "Yes" or "No" if you are a member of a limited liability company, a shareholder of a subchapter S corporation or a partner in a partnership. Selecting "Yes" will display a field to enter the estimated Georgia income from selected pass through entities.



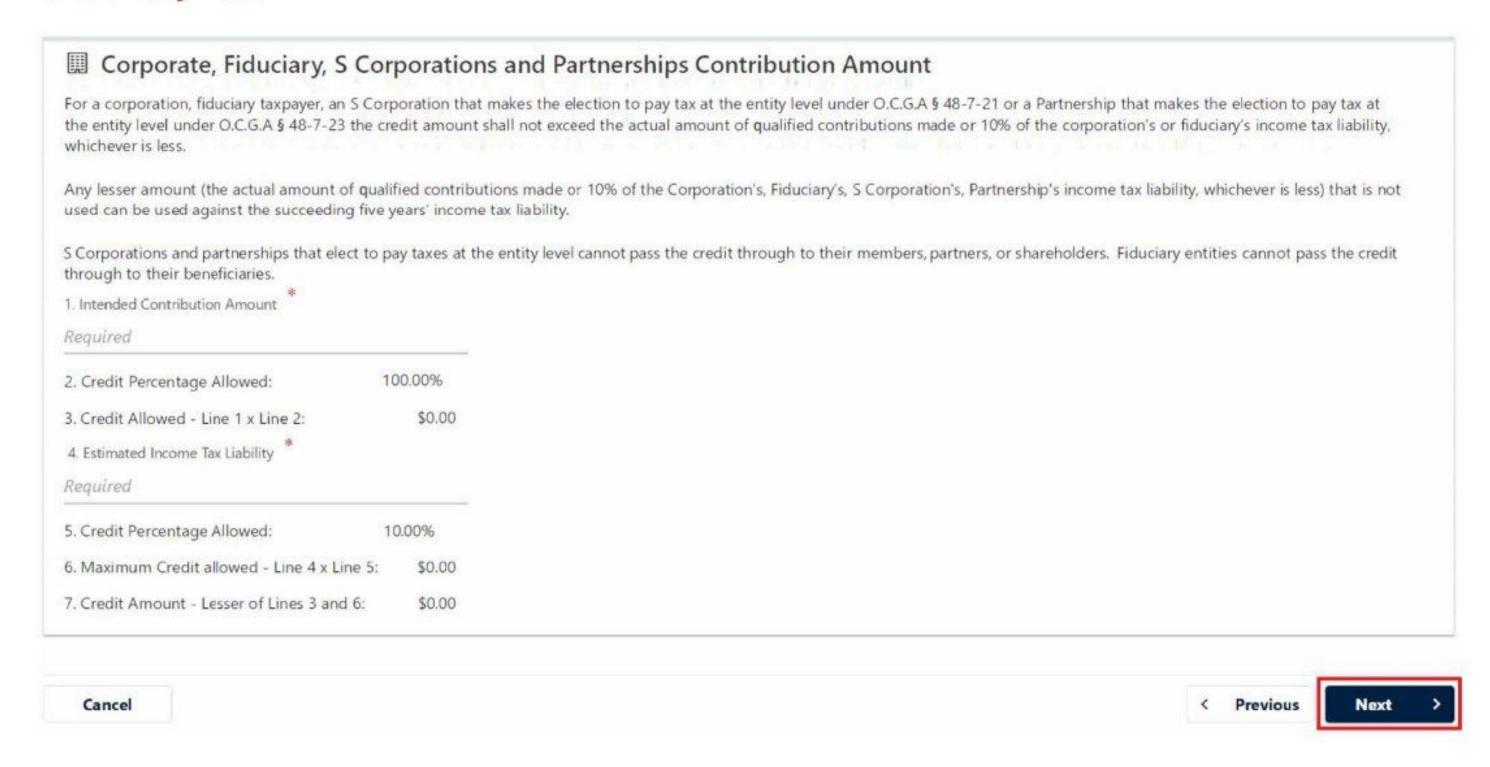


 Review the Contribution Information. Select the foster child support organization within the drop-down menu. Verify the the FEIN of the organization and scroll down to enter the Contribution Amount.



10. Enter the Contribution Amount. Click the Next button.

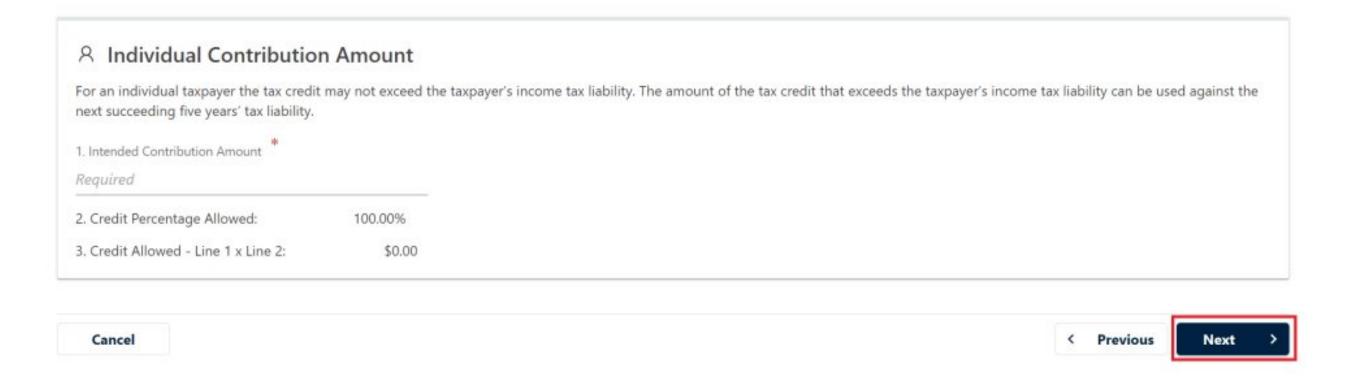
For corporations, fiduciaries, S corporations and partnerships electing to pay tax at the entity level:



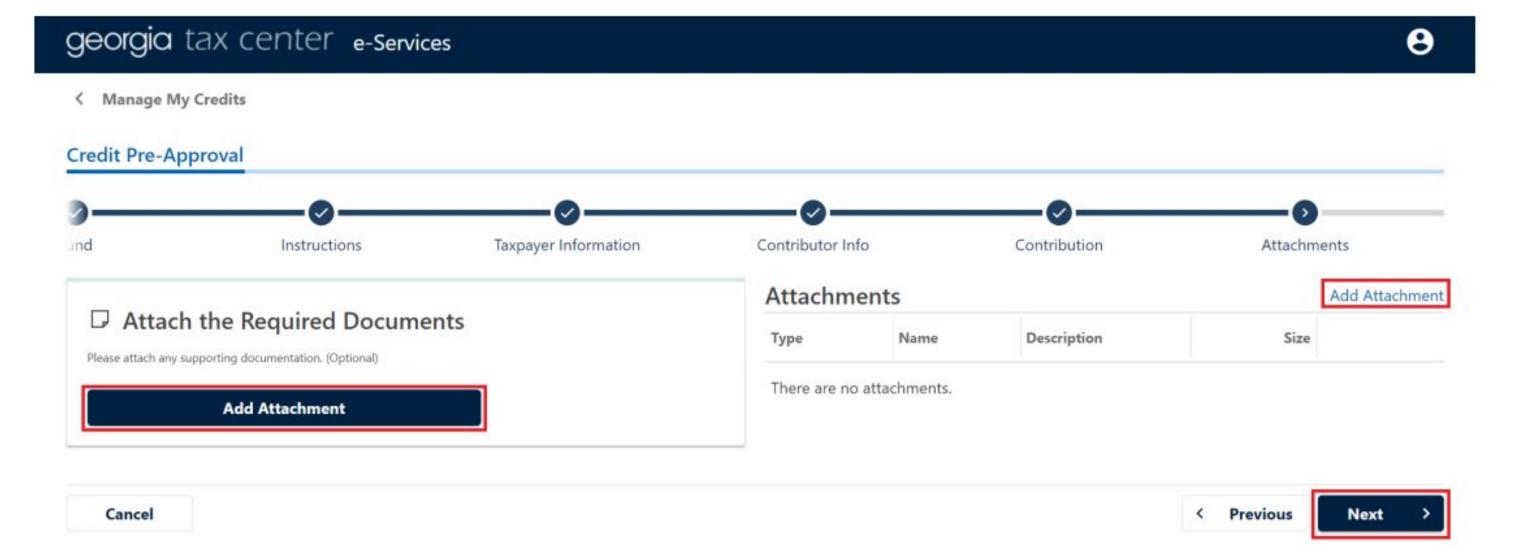




## For individual donors:

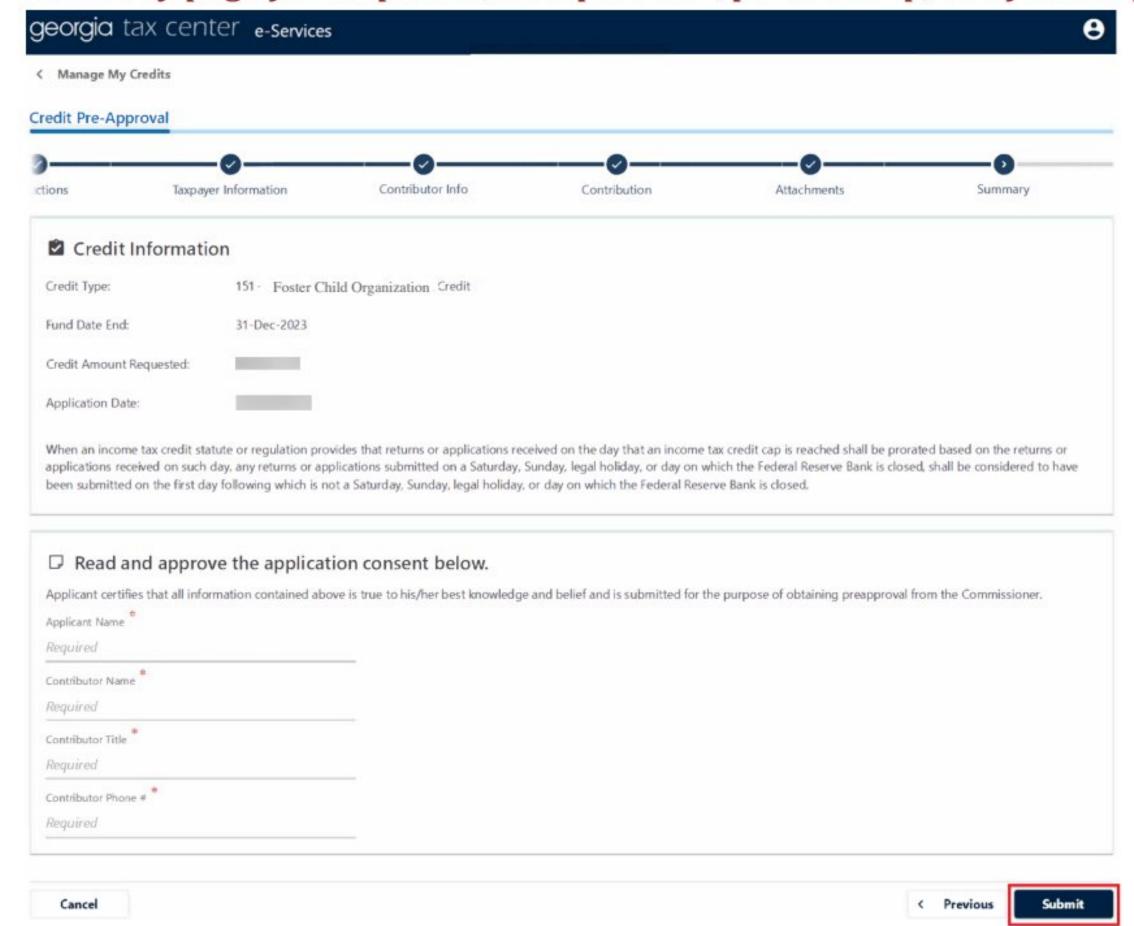


11. Click either the **Add Attachment** link or button to attach any supporting documentation. **NOTE:** This step is optional. Click the **Next** button.

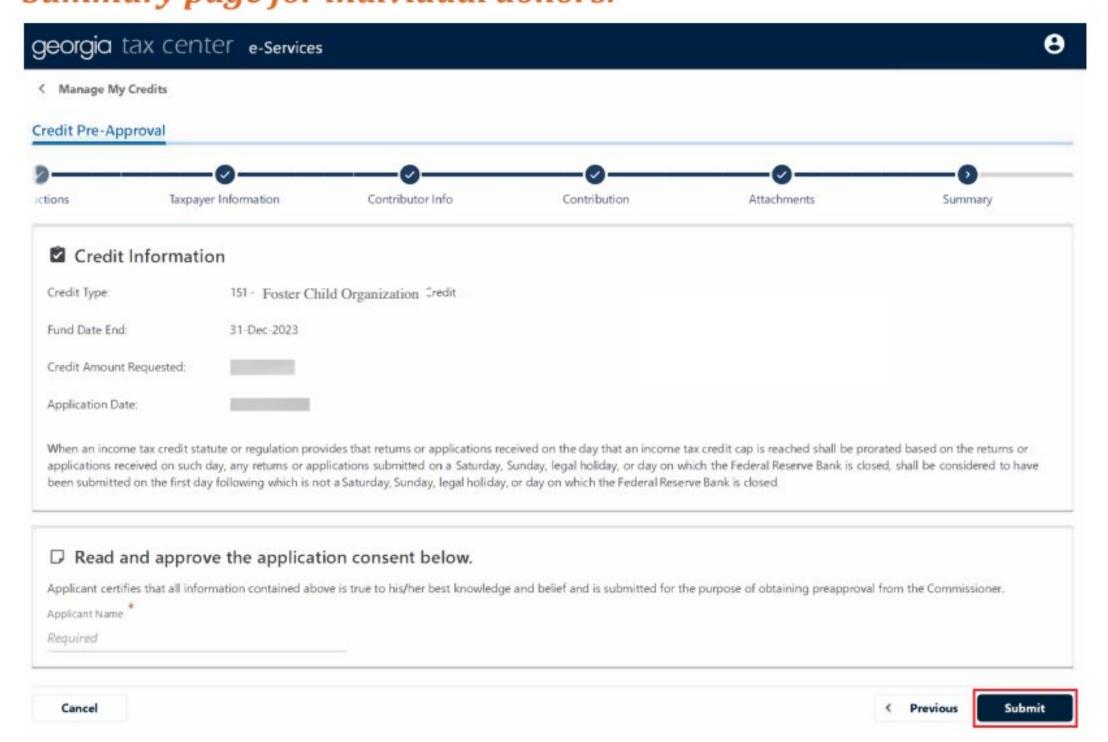




- 12. Review the **Summary** page. Use the *Previous* button at the bottom of the screen or the arrows at the top of the screen to go back to a previous step. Complete the **Certification by Applicant** section. Click the **Submit** button.
  - Summary page for corporate, S corporation, partnership, and fiduciary donors:

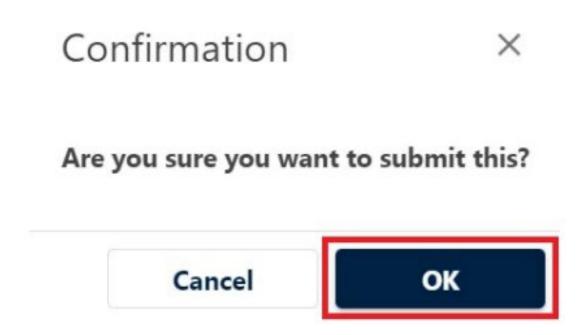


Summary page for individual donors:

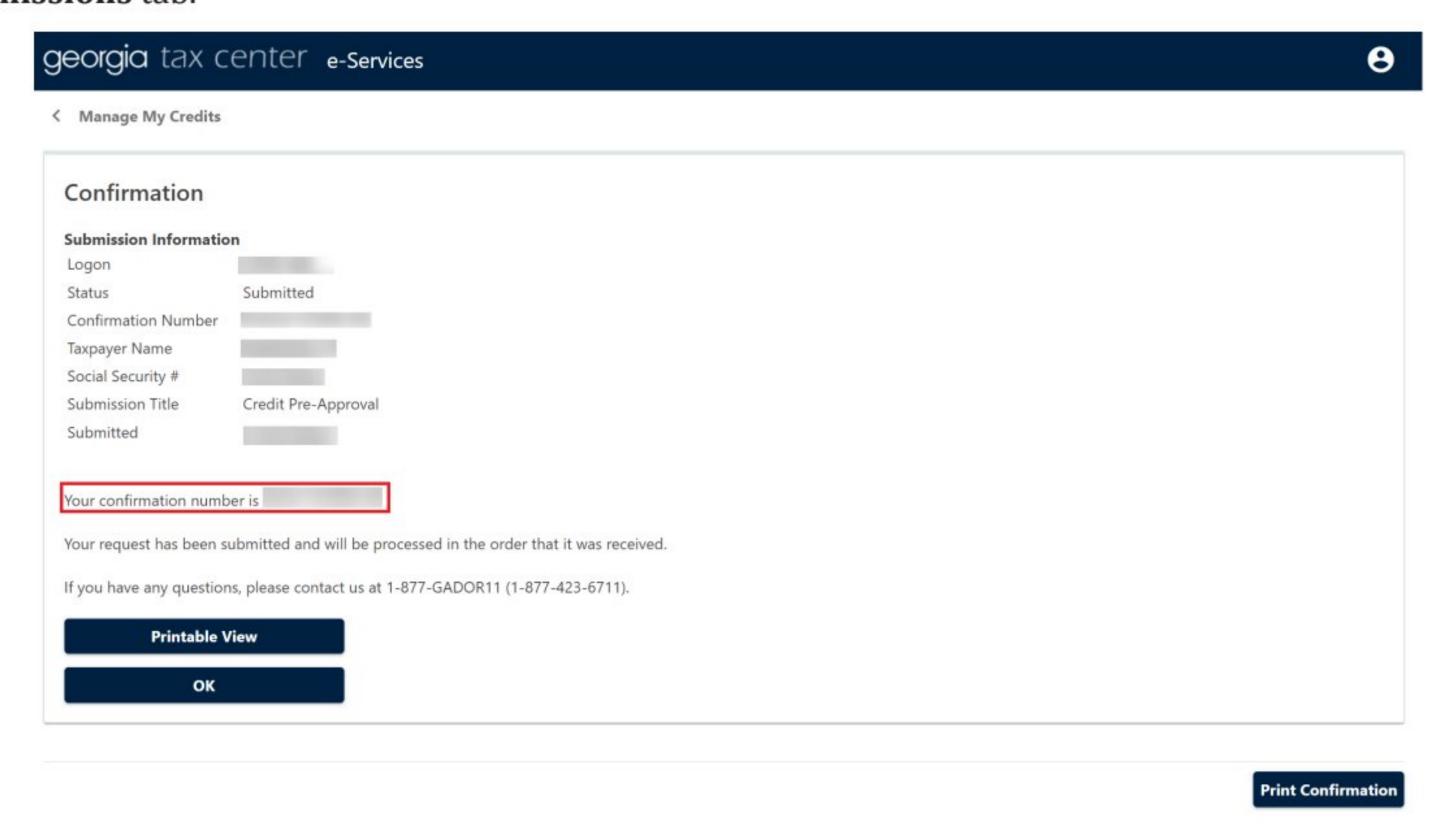




## 13. Click **OK** to confirm.



The **Confirmation Page** will be displayed. Write down the **Confirmation Number** or print the page for your records. This request will be stored on your GTC account and can be viewed under the **Submissions** tab.



Your request will be reviewed, and a letter issued informing you of the status once processing is complete.