**Virginia Department of Education  
Neighborhood Assistance Tax Credit Program (NAP) for Education**

**Tax Credit Request Form for INDIVIDUALS (TCR-I)**

In order to be issued a NAP tax credit, all three sections of the TCR-I must be completed and submitted to the Virginia Department of Education (VDOE), Office of Tax Credit Programs. If any field is not completed or is illegible, or if the form does not contain original signatures, then the TCR-I will be returned to the neighborhood organization.

## **Section 1: Individual Donor Information**

1. Donor’s Tax ID# (Provide only one SSN *(9 digit number, no hyphens)*):

1. Name of **INDIVIDUAL Donor** *(Provide the legal name of the donor associated with the above Tax ID#)*:

1. Donor’s Mailing Address 1:

1. Donor’s Mailing Address 2 (if necessary):

1. City or Town / State / ZIP Code:

1. Donor’s Phone Number:

## **Section 2: Donation Information**

1. Name of NAP Organization that received your donation:

**Open Hand of Fredericksburg**

1. Enter the tax credit percentage *(If less than 65%, must attach the Tax Credit Percentage Agreement Form.)*:

**%**

1. Enter the Total Value of the Donation *(Minimum donation required is $500 in a taxable year and maximum donation of $125,000):*

**$**

1. If Line 3 is less than the amount of the check, charge, etc., enter the FMV of any goods and services that were received. See instructions for details about goods and services. *(If none, leave blank)*:

**$**

1. Enter the Date of Donation(s) (*All donations included on this TCR must be in the same taxable year.* *For single donations, use the End date field. See TCR instructions.*):

**Begin date:   /   /       
End date:   /   /**

1. Type of Donation *(Mark all that apply.)*:

check (or money order)

payroll deduction

credit card

electronic funds transfer

marketable securities

cash

purchase through an auction

distribution from a retirement account

**Section 3: Certification**

1. **Certification by the Donor:**

I certify that the above information is accurate and describes a donation made to the approved non-profit Neighborhood Assistance Program (NAP) organization named above. I understand that this information will be shared with the Department of Taxation and the Department of Social Services for purposes of administering the Neighborhood Assistance Act Tax Credit program, and that failure to provide this information may limit my ability to claim the tax credit. I understand that if I falsify information, I may be subject to penalties prescribed by the Virginia Department of Taxation. I understand that if my Virginia tax return is filed before tax credits have been reported to the Virginia Department of Taxation (see instructions), the tax credits will be questioned.

**Date:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*\*Donor must sign and return this form to the organization to which the donation was made.*

1. **Certification by an Authorized person from the Approved NAP Organization:**

I certify that the above described donation was received by this organization and appropriate documentation supporting the date and value of the donation indicated above is attached and will be maintained. I certify that no goods or services were provided to the donor in exchange for the donation amount listed in Section 2, line 3, and that if items were purchased through an auction, the fair market value of items purchased has been deducted from the amount received. I understand that if I falsify information, I may be subject to penalties prescribed by the Virginia Department of Taxation and the Virginia Department of Education may terminate this organization’s eligibility to participate in the program.

**Date:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*\*Attach a copy of the supporting documentation to the original TCR-I Form and submit it to the Virginia Department of Education, 23th Floor, P.O. Box 2120, Richmond, VA 23218-2120, Attention: Neighborhood Assistance Tax Credit Program for Education. A state tax credit certificate will be issued to the donor by the Virginia Department of Education upon approval of the completed form and appropriate documentation.*