

Donor Checklist

Steps required to make contributions to the Anabaptist Scholarship Foundation of Virginia

1. Determine the amount that you are wanting to contribute towards scholarships for the entire year.
2. Fill out a donor pre-authorization form, and enter the amount of donation you are wanting to make. We suggest actually **requesting double** what you think you will be contributing. You are not obligated to give the full amount, and it is easier to **not** give, than to reapply for more when you are running out of time.
3. Send the pre-authorization form to:
Virginia Department of Education, 21th Floor
Attn: Scholarship Tax Credit Program
P.O. Box 2120
Richmond, VA 23218-2120
4. In approximately two weeks you will receive your authorization form back from the state with a stamp of approval and a 6-letter authorization code, along with the pre-authorization request form that you sent in to the state.
5. **You will only need to send a copy of the authorization letter that has the 6-letter code, (We NO LONGER NEED a copy of both pages)**, along with the donation check.

Make sure you sign the form that has the authorization number. Most rejections are because the donor simply did not sign and date the authorization form before sending it to ASF.

6. Checks need to be made out to:
ASF of VA (or)
Anabaptist Scholarship Foundation of VA
7. Send your donation 1. Check and a 2. Copy of the authorization page to:
Anabaptist Scholarship Foundation of VA
3955 Singers Glen Road
Harrisonburg, VA 22802

***If you want your contribution to go to a specific school, please also include the ASF Donor contribution form. DO NOT WRITE THE NAME OF THE SCHOOL ON THE MEMO LINE. WE CAN'T ACCEPT ANY CHECK THAT HAS THE NAME OF THE SCHOOL ON IT.**

8. You will receive a receipt for your contribution from ASF of VA within two-four weeks.
9. You will shortly receive a **Virginia State Tax Credit** in the amount of 65% of your donation from the State of Virginia to be used toward your VA state tax liability. This usually takes 4 – 6 weeks.
10. Keep your State Issued Tax Credit Certification letter in a safe place and remember to give this form to your tax person so that he/she can accurately calculate your taxes. *You cannot deduct your credit from your taxes without this Credit Certification.* *****PLEASE notify ASF if you do not receive this certification within 6 weeks.