



**EDUCATION TAX CREDIT SCHOLARSHIP RECEIPT**

This receipt is due on or before December 1, 2016

**PRINT OR TYPE**

**STEP 1**

1.	SCHOLARSHIP ORGANIZATION:
2.	STREET ADDRESS:
	ADDRESS (CONTINUED):
3.	CITY/STATE/ZIP:

4. FEDERAL TAXPAYER IDENTIFICATION NUMBER:

**STEP 2**

5.	DONATING BUSINESS ORGANIZATION/ENTERPRISE:
6.	STREET ADDRESS:
	ADDRESS (CONTINUED):
7.	CITY/STATE/ZIP:

8. FEDERAL TAXPAYER IDENTIFICATION NUMBER:

**STEP 3**

9. DONATION AMOUNT USED: .....	\$	
10. DONATION AMOUNT CARRIED FORWARD: .....	\$	
11. EDUCATION TAX CREDIT ALLOWED IS 85% OF THE ABOVE DONATION AMOUNT USED (Line 9 multiplied by .85): .....	\$	
12. DONATION AMOUNT <b>NOT</b> USED: .....	\$	

**STEP 4**

I certify that the above named scholarship organization awarded the "donation amount used" in Line 9 and has returned the "donation amount **not** used" in Line 12 to the donating business organization/enterprise.

\_\_\_\_\_  
 AUTHORIZED SIGNATURE (IN INK)

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 PRINT SIGNATORY NAME & TITLE

**This Scholarship Receipt must be sent to the donating business organization/enterprise and a copy sent to the Department of Revenue Administration at the address below on or before December 1, 2016.**

**THIS SCHOLARSHIP RECEIPT MUST ACCOMPANY THE FILING OF THE BUSINESS ORGANIZATION/ENTERPRISE'S NH BUSINESS TAX RETURN.**

MAIL TO: NH DRA  
 EDUCATION TAX CREDIT  
 PO BOX 457  
 CONCORD NH 03302-0457



**EDUCATION TAX CREDIT SCHOLARSHIP RECEIPT INSTRUCTIONS**

<p><b>WHO MUST FILE?</b>          Scholarship organizations who received donations under RSA 77-G must send an Education Tax Credit Scholarship Receipt (Form ED-04) to each business organization or business enterprise who made a donation and the Department of Revenue Administration. This receipt will show the donor exactly how much of their donation was used. 85% of the donation used may be applied as a tax credit against the business organization or business enterprise's New Hampshire business tax liability for the tax year in which the donation was made.</p> <p><b>WHEN TO FILE?</b>          Form ED-04 must be sent to the donating business organization/enterprise and a copy to the Department of Revenue Administration by December 1, 2016.</p> <p><b>WHERE TO FILE?</b>          Form ED-04 may be mailed to:</p> <p>NH DRA          Education Tax Credit          PO Box 457          Concord, NH 03302-0457</p> <p>Or may be hand-delivered to the Department of Revenue Administration during business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.) at:</p> <p>Governor Hugh J. Gallen Office Park South          109 Pleasant Street          Medical and Surgical Building          Concord, NH</p> <p><b>NEED HELP?</b>          Call the Department at (603) 230-5920, Monday through Friday, 8:00am - 4:30pm. For more information visit us on the web at: <a href="http://www.revenue.nh.gov/">www.revenue.nh.gov/</a>. Hearing or speech impaired individuals may call TDD Access: Relay NH 1-800-735-2964.</p> <p><b>LINE-BY-LINE INSTRUCTIONS</b></p> <p><b>STEP 1</b></p> <p><b>LINE 1</b> Enter the scholarship organization's name.</p> <p><b>LINE 2</b> Enter the scholarship organization's street address.</p> <p><b>LINE 3</b> Enter the scholarship organization's city, state and zip code.</p> <p><b>LINE 4</b> Enter the scholarship organization's Federal Taxpayer Identification Number.</p>	<p><b>LINE-BY-LINE INSTRUCTIONS CONTINUED</b></p> <p><b>STEP 2</b></p> <p><b>LINE 5</b> Enter the business organization's or business enterprise's name who made a donation.</p> <p><b>LINE 6</b> Enter the business organization's or business enterprise's street address.</p> <p><b>LINE 7</b> Enter the business organization's or business enterprise's city, state and zip code.</p> <p><b>LINE 8</b> Enter the business organization's or business enterprise's Federal Taxpayer Identification Number.</p> <p><b>STEP 3</b></p> <p><b>LINE 9</b> Enter the donation amount used from a business organization or business enterprise.</p> <p><b>LINE 10</b> Enter the donation amount carried forward.</p> <p><b>LINE 11</b> Enter 85% of the donation amount used by multiplying Line 9 by .85.</p> <p><b>LINE 12</b> Enter the amount of the donation from the business organization or business enterprise that was not used.</p> <p><b>STEP 4</b></p> <p>By signing this receipt, you are certifying that the donation amount used was expended properly by the scholarship organization and that the scholarship organization returned the unused donation or portion thereof to the business organization or business enterprise. The application must be dated and signed in ink by the officer or authorized agent. In addition, print the name and title of the officer or authorized agent signing the application.</p> <p><b>NOTICE</b>  <b>In order for the donating business organization/enterprise to take the tax credit available, this scholarship receipt must be attached to the donating business organization/enterprise's tax return when filed with the Department.</b></p>
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