



WHO MUST FILE

Non-profit entities wishing to become qualified scholarship organizations must file a Scholarship Organization Application (Form ED-01).

WHEN TO FILE

Form ED-01 must be received by the Department of Revenue Administration no later than **June 15** in the program year.

WHERE TO FILE

Form ED-01 may be mailed to: NH DRA, Education Tax Credit, PO Box 637, Concord, NH 03302-0637

Form ED-01 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: Governor Hugh J. Gallen Office Park South, 109 Pleasant Street, Medical and Surgical Building, Concord, NH 03301

NEED HELP?

Call the Department of Revenue Administration, Taxpayer Services at (603) 230-5920. Individuals with hearing or speech impairments may call TDD Access: Relay NH 1-800-735-2964.

NEED FORMS?

To access additional forms, please visit our website at www.revenue.nh.gov or call the Forms Line at (603) 230-5001.

LINE-BY-LINE INSTRUCTIONS

Continue onto page 2 for line-by-line instructions.



STEP 1

LINE 1

Enter the organization's name.

LINE 2

Enter the organization's street address.

LINE 3

Enter the organization's city, state and zip code.

LINE 4

Enter the name, title, telephone number and email address of the contact person for the organization. The contact person should be the person the Department of Revenue Administration can contact regarding this application.

LINE 5

Enter the organization's Federal Taxpayer Identification Number.

STEP 2

The authorized signer shall read all of the statements contained in the application and affirm them to be true for the applying organization. This affirmation shall be evidenced by signing the application as stated below.

STEP 3

The application must be dated and signed in ink by an officer or authorized agent. In addition, print the name and title of the officer or authorized agent signing the application.

NOTICE - Do not submit this application without including a copy of the organization's Section 501(c)(3) Exemption Determination Letter from the Internal Revenue Service and a copy of the organization's Certificate of Registration from the New Hampshire Charitable Trust Unit.