



STAFFORD JUNCTION  
VIRGINIA DEPARTMENT OF EDUCATION  
NEIGHBORHOOD ASSISTANCE TAX CREDIT PROGRAM  
PROCEDURES AND INSTRUCTIONS  
(Board Approved 3/30/2020)

Stafford Junction welcomes eligible donations from individuals and businesses. Before making a donation, the donor should understand the procedures and instructions that must be adhered to, so that your donation will receive the maximum tax credits allowed.

PROCEDURES:

- Eligible donations must support the current programs and services of Stafford Junction.
- It is understood that tax credits are on a first come, first serve basis.
- Prior to making a donation, the donor should contact Stafford Junction to ensure the availability of NAP tax credits and to request a tax credit form (email and phone number below).
- Qualified donations are eligible for a state tax credit of not more than 65 percent of the donation value.
- Determining the effect of making a donation to receive a tax credit against a donor's tax liability is the sole responsibility of the donor. Before making a donation, or when tax related questions occur, donors are encouraged to seek advice from a tax accountant or other tax advisor.
- Donations must be made directly to Stafford Junction. The minimum amount is \$500 for individuals and \$616 for businesses.

INSTRUCTIONS FOR COMPLETING TAX CREDIT FORM TCR-19-I and TCR-19-B:

- Individual donors must use TCR-19-I.
- Business donors, including sole-proprietors and trusts, must use TCR-19-B.
- The donor must complete, sign, and date the appropriate TCR Form, with their donation and send it to Stafford Junction.
- Stafford Junction will review the form for accuracy, sign and approve the certification section, and process.
- A Tax Credit Certificate will be mailed directly to the donor.

Should you have any questions, please contact: Mark F. Cartledge, Executive Director/CEO at (540) 368-0081 or [mfcjunction@aol.com](mailto:mfcjunction@aol.com)

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

**Tax Credit Request Form for INDIVIDUALS (TCR-19-I)**

All donations submitted on the same form must be in the same taxable year. All three sections of the TCR must be completed before the NAP organization submits a request via the NAP system to the Virginia Department of Education (VDOE), Tax Credit Programs. Completed TCR and supporting documentation must be submitted no later than 40 days from the latest date of donation. If any field is incomplete or illegible, or if the form does not contain original signatures, then the form will be returned to the NAP organization.

<b>Section 1: Individual Donor Information</b>			
<b>Social Security Number:</b>			
<b>First Name</b>		<b>Middle Name</b>	
<b>Last Name</b>			
<b>Mailing Address</b>			
<b>Mailing Address Line 2</b>			
<b>City</b>		<b>State</b>	
<b>Zip Code</b>			
<b>Section 2: Donation Information</b>		<b>For Multiple Donations</b>	
<b>NAP Organization</b>		If a donor has met the minimum required donation during a tax year, each subsequent donation must be submitted separately.	
<b>Donation Type</b>		<ul style="list-style-type: none"> <li>Use Multiple Donation Table on page two.</li> <li>Use the last date of donation as Donation Date</li> <li>Include Total donation amount of all donations</li> </ul>	
<b>Donation Date</b>			
<b>Total Donation Amount</b>			
<b>Tax Credit Percentage if less than 65%</b>	%	<b>Donor Initial (for reduced Tax Credit Percentage Only)</b>	
		<i>By initialing, I agree to the stated reduced tax credit percentage</i>	
<b>Value of goods and/or services received by the donor</b>	\$	<i>The value of any portion of the donation not considered a charitable contribution</i>	
<b>Total Value of Donation</b>	\$	<i>Donation Amount – Value of good/services</i>	
<b>Tax Credit Amount</b>	\$	<i>Value of Donation x Tax Credit Percentage</i>	
<b>Section 3: Certification</b>			
<p><b>Certification by the Donor:</b> <i>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.</i></p>			
<b>Date:</b>		<b>Donor Signature</b>	
<p><b>Certification by an Authorized person from the Approved NAP Organization:</b> <i>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 if not amount is listed below 3.g., no goods or services were provided to the donor in exchange for the donation. 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.</i></p>			
<b>Date</b>		<b>Signature</b>	



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

**Tax Credit Request Form for BUSINESSES (TCR-19-B)**

All donations submitted on the same form must be in the same taxable year. All three sections of the TCR must be completed before the NAP organization submits a request via the NAP system to the Virginia Department of Education (VDOE), Tax Credit Programs. Completed TCR and supporting documentation must be submitted no later than 40 days from the latest date of donation. If any field is incomplete or illegible, or if the form does not contain original signatures, then the form will be returned to the NAP organization.

<b>Section 1: Business Donor Information</b>			
<b>Federal ID Number</b>		<b>Business Type</b>	
<b>Business Name</b>			
<b>Contact First Name</b>		<b>Contact Middle Name</b>	
<b>Contact Last Name</b>			
<b>Mailing Address</b>			
<b>Mailing Address Line 2</b>			
<b>City</b>		<b>State</b>	
<b>Zip Code</b>			
<b>Section 2: Donation Information</b>		<b>For Multiple Donations</b>	
<b>NAP Organization</b>		If a donor has met the minimum required donation during a tax year, each subsequent donation must be submitted separately.	
<b>Donation Type</b>		<ul style="list-style-type: none"> <li>Use Multiple Donation Table on page two.</li> <li>Use the last date of donation as Donation Date</li> <li>Include Total donation amount of all donations</li> </ul>	
<b>Donation Date</b>			
<b>Total Donation Amount</b>	\$		
<b>Tax Credit Percentage if less than 65%</b>	%	<b>Donor Initial (for reduced Tax Credit Percentage Only)</b>	
		By initialing, I agree to the stated reduced tax credit percentage	
<b>Value of goods and/or services received by the donor</b>	\$	The value of any portion of the donation not considered a charitable contribution	
<b>Total Value of Donation</b>	\$	Donation Amount – Value of good/services	
<b>Tax Credit Amount</b>	\$	Value of Donation x Tax Credit Percentage	
<b>Section 3: Certification</b>			
<b>Certification by the Donor:</b> 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.			
<b>Date:</b>		<b>Donor Signature</b>	
<b>Certification by an Authorized person from the Approved NAP Organization:</b> 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 if not amount is listed below 3.g., no goods or services were provided to the donor in exchange for the donation. 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.			
<b>Date</b>		<b>Signature</b>	

