



# HUNTING PARK CHRISTIAN ACADEMY

## HOW TO GET STARTED

If you are interested in diverting PA taxes to scholarships using our Special Purpose Entity, here is how the process works.

- 1) **Send the one-page Joinder Agreement** - Send this to Tami Clark (Executive Director of Central Pennsylvania Scholarship Fund—contact information is below). These credits are available on a first-come, first-serve basis and they will run out before the end of the year, so **you should do this as soon as you are able**. Signing the form is optional at this point. This will cue Tami to reserve the tax credit for you, but will not commit you to anything until after he receives the credit.
- 2) **CPSF will apply on July 1** - The state will send them approval of the credits in mid-August to early September.
- 3) **CPSF will notify you when the credits are approved** - They will ask for a signed form (if you have not already sent it) and for you to send a check to the special purpose entity. CPSF will then send a donation for scholarship to Hunting Park Christian Academy for 100% of your contributions (they take no administrative fee). We will send you an acknowledgement.
- 4) **CPSF will mail you a PA K-1**—When you file your PA taxes the following year, you claim your credit and get a 90% credit on your contribution!

### **CENTRAL PENNSYLVANIA SCHOLARSHIP FUND'S CONTACT INFORMATION -**

We recommend having your financial adviser reach out for a conversation if there are any questions.

Email: [tami@cpsfcharity.org](mailto:tami@cpsfcharity.org)

Mail: Central Pennsylvania Scholarship Fund

Attn: Tami Clark

227 Jefferson Ave.

Tyrone, PA 16686

Phone: 814-942-4406