

Instructions for corporations to claim the tax credit for the benefit of Metropolitan Ministries.

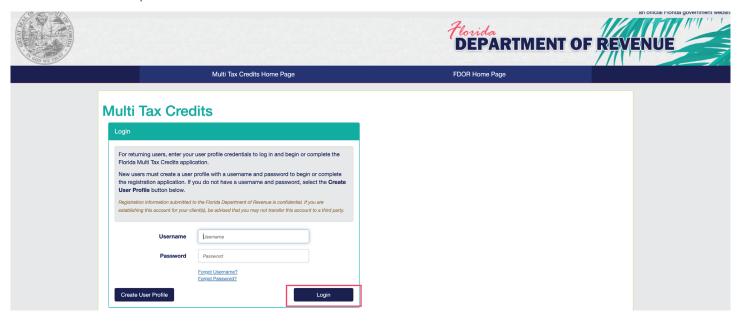
You can make a charitable donation, and earn dollar-for-dollar tax credit while supporting vulnerable children and struggling families through Metropolitan Ministries.

You will need the following to complete the application:

- · Federal ID Number (FEIN), business address, and contact information
- Total amount of the tax liability (and the type of tax) you want to claim credit to offset through a donation to Metropolitan Ministries. Please note, you do not have to make the donation at this time
- If you file Florida corporate income tax/franchise tax return on a consolidated basis, you will need the name and FEIN of the parent company

To apply for these funds, please see below for step-by-step instructions. The application should be completed by an officer, owner, or partner of the corporation.

- 1. Go to the <u>Multi-Tax Credits Application</u> on the Florida DOR website to either verify your login is active (if you already have an account) or to create a user profile (first time users).
- 2. If you already have an account, click "Login", enter your details, and skip to step 5. Otherwise proceed with step 3.

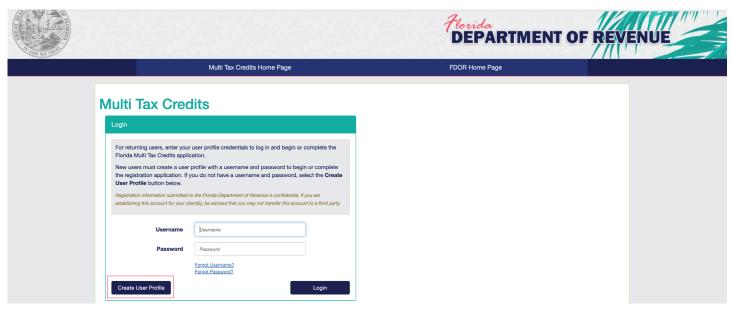


3. If you do not have a user profile on the Multi-Tax Credits Application, go to the Multi-Tax Credits

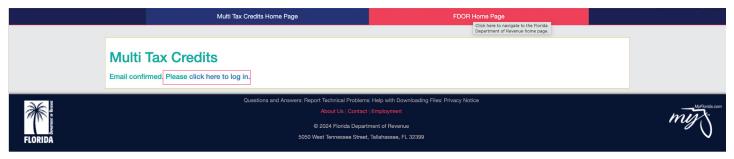
Application on the Florida DOR website, click "Create User Profile" and create a username, email address, and password.



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4. You will be sent a confirmation email. Once you receive the email, click the link in the email to confirm your registration. The following site will load. Click "click here to log in" then log in using the credentials you just created to ensure you have access.



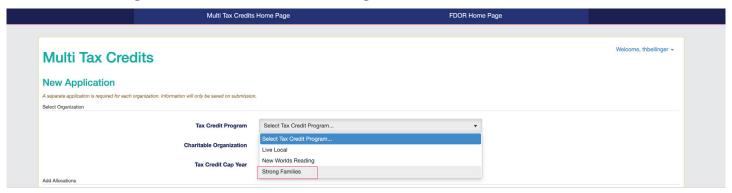
5. You will be taken to the Multi Tax Credits Application Dashboard where you can click "Apply".



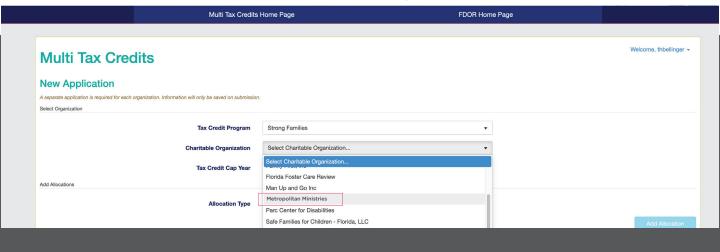


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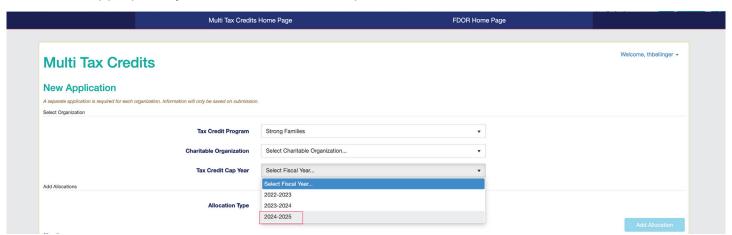
6. Select "Strong Families" for the Tax Credit Program.



7. Select "Metropolitan Ministries" for the Charitable Organization.



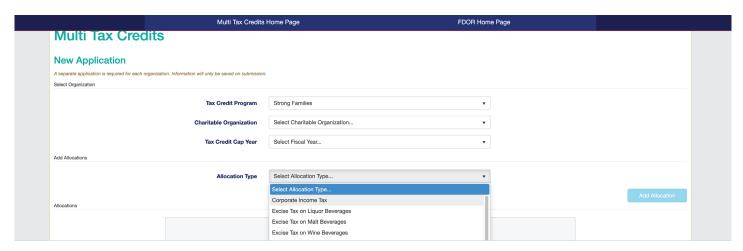
8. Select appropriate year for the Tax Credit Cap Year.



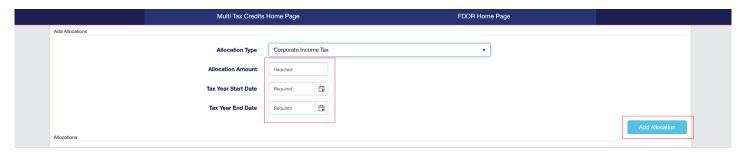


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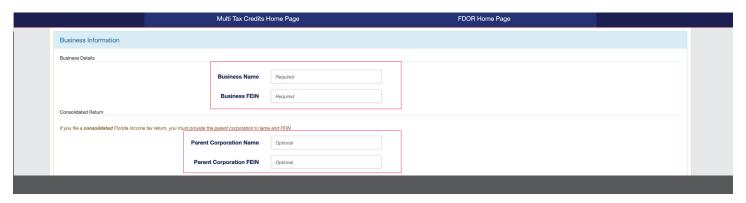
9. Select the applicable Allocation Type.



10. Enter the amount of expected tax liability you would like to offset with the Strong Families Tax Credit and your corporation's Tax Year Start and End Date. As a reminder, there is an up to ten year carry forward for unused credits, so there is no need to underestimate your liability.



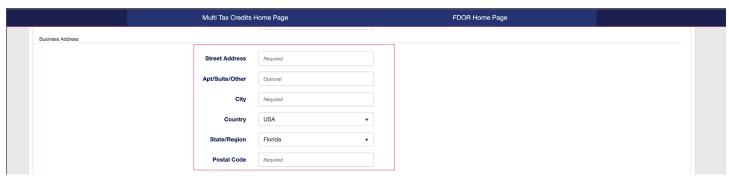
11. Enter your corporation's Business Name and FEIN. If you file Florida corporate income tax/ franchise tax return on a consolidated basis, you will need the name and FEIN of the parent company as well.





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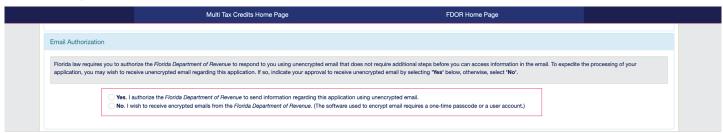
12. Enter your corporation's Business Address.



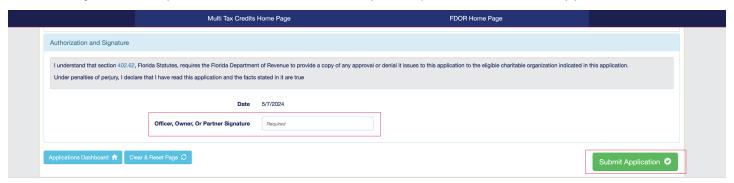
13. Enter your corporation's Business Contact Information.



14. Enter your corporation's Email Preference.



15. Enter your Name (must be an officer, owner, or partner) and click "Submit Application".





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- 16. Once the application has been submitted, return to your dashboard on a daily basis to check the approval status.
- 17. Once your credit allocation is approved by the Florida DOR, please notify Metropolitan Ministries by emailing cindy.sofarelli@metromin.org with the following information:
 - Business Name
 - Amount Approved
 - Allocation Type (Corporate Income Tax, Premium Insurance, etc.)
 - 18. Congratulations! You may proceed with your donation to Metropolitan Ministries. Metropolitan Ministries will issue you with a Certificate of Contribution with the date and amount of the contribution. Your tax credit can now be claimed.

For more information, visit the Florida Department of Revenue Strong Families Tax Credit website.

For more details, visit MetroMin.org/StrongFamilies



HILLSBOROUGH

MiraclePlace Tampa

2002 N. Florida Avenue, Tampa, FL 33602 | 813.209.1000

SabalPlace Affordable Housing Community

3473 Aegean Sea Way, Seffner, FL 33584 | 813.324.7661

PASCO

MiraclePlace Pasco

3216 US HWY 19 N, Holiday, FL 34691 | 727.937.3268

Family Support Center East Pasco

13703 17th Street, Dade City, FL 33525 | 352.437.4815



Baldwin Family Residence

814 4th Avenue N, St. Petersburg, FL 33701 | 727.250.0930

Lealman Residence

3835 28th Street N, St. Petersburg, FL 33714 | 727.250.0931

