Youth Opportunity Program Application Checklist

Thank you for your donation to Grace Hill Settlement House! Your donation qualifies for Missouri Department of Economic Development Youth Opportunities Program (YOP) Tax Credits. Enclosed you will find an application for you to complete, as well as instructions on the supporting paperwork needed to claim your tax credits.

Below you will find a check list to help guide you through completing your YOP Tax Credit application.

Don't forget to:
- Fill in your Social Security Number(s)
- Complete all highlighted fields on the application
- Have your paperwork signed and notarized

Your donation made by check requires documentation that clearly shows the check has cleared your bank account. All pages of the documentation must include your name and/or account number. Your supporting paperwork can be Traditional Documentation or Online Banking Documentation.

Traditional Documentation
- Copy of the front of the check
- Copy of your checking account statement showing the check’s posting

OR
- Copy of the front and back of the check
- Proof of posting to your bank account. Acceptable proof of posting documentation includes:
  - Letter from the bank
  - Bank transaction showing the check #, check amount, and post date

Online Banking Documentation
- Printout (microfiche) of the front of the check, with postdate, check #, and donation amount

OR
- Printout of front and back of the check, with “dda debits” or web address of your financial institution at the top or bottom of the printout

Once you have your completed application and the appropriate documentation gathered, please return it to Grace Hill Settlement House in the enclosed envelope. Once we receive your completed application with all supporting documentation, we will submit to the Missouri Department of Economic Development for processing.

Please allow 3-6 weeks for processing time. Keep in mind that the first quarter of the year is the busiest time for the department that processes tax credit applications. We suggest allowing for extra time to ensure receipt of your tax credit certificate for the April tax deadline.

Questions? Please contact Jana Byington-Smith, Vice President of Development, at 314-584-6845 or jbsmith@gracehillsettlementhouse.org.
Thank you for your donation to Grace Hill Settlement House! Your donation qualifies for Missouri Department of Economic Development Youth Opportunities Program (YOP) Tax Credits. Enclosed you will find an application for you to complete, as well as instructions on the supporting paperwork needed to claim your tax credits.

Below you will find a check list to help guide you through completing your YOP Tax Credit application.

Don’t forget to:
- Fill in your Social Security Number(s)
- Complete all highlighted fields on the application
- Have your paperwork signed and notarized

Your donation made by credit card requires the following supporting paperwork:
- Credit card statement showing:
  - Your last name
  - Last 4 digits of the account number
  - Billing cycle
  - Date the charge was posted
  - Name of the recipient organization (Grace Hill Settlement House)
  - Amount of the donation

Once you have your completed application and the appropriate documentation gathered, please return it to Grace Hill Settlement House in the enclosed envelope. Once we receive your completed application with all supporting documentation, we will submit to the Missouri Department of Economic Development for processing.

Please allow 3-6 weeks for processing time. Keep in mind that the first quarter of the year is the busiest time for the department that processes tax credit applications. We suggest allowing for extra time to ensure receipt of your tax credit certificate for the April tax deadline.

Questions? Please contact Jana Byington-Smith, Vice President of Development, at 314-584-6845 or jbsmith@gracehillsettlementhouse.org.
Thank you for your donation to Grace Hill Settlement House! Your donation qualifies for Missouri Department of Economic Development Youth Opportunities Program (YOP) Tax Credits. Enclosed you will find an application for you to complete, as well as instructions on the supporting paperwork needed to claim your tax credits.

Below you will find a check list to help guide you through completing your YOP Tax Credit application.

Don’t forget to:
- Fill in your Social Security Number(s)
- Complete all highlighted fields on the application
- Have your paperwork signed and notarized

Your stock donation requires the following supporting paperwork:
- A letter from your broker OR a copy of your brokerage account portfolio showing:
  - Your name
  - Name of recipient organization (Grace Hill Settlement House)
  - Name of security(ies) transferred from your account to Grace Hill Settlement House
  - Number of shares
  - Date of transfer

Once you have your completed application and the appropriate documentation gathered, please return it to Grace Hill Settlement House in the enclosed envelope. Once we receive your completed application with all supporting documentation, we will submit to the Missouri Department of Economic Development for processing.

Please allow 3-6 weeks for processing time. Keep in mind that the first quarter of the year is the busiest time for the department that processes tax credit applications. We suggest allowing for extra time to ensure receipt of your tax credit certificate for the April tax deadline.

Questions? Please contact Jana Byington-Smith, Vice President of Development, at 314-584-6845 or jbsmith@gracehillsettlementhouse.org.