The following documentation provides the steps for qualified foster child support organizations (QFCSOs) to submit the Certificate Donation Report, the QFCD-FUND2 Report, and the Form 990 for the previous calendar year on the Georgia Tax Center (GTC). House Bill 424 (2022) established the reporting requirements for QFCSOs.

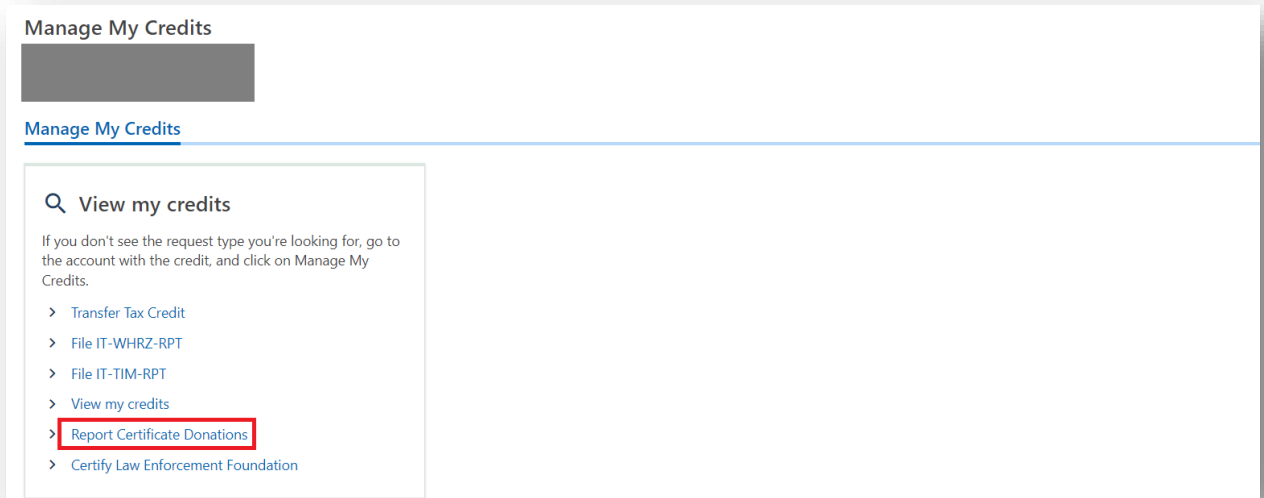**How to Submit the Qualified Foster Child Donation Reports:**

1. Log into the GTC website (https://gtc.dor.ga.gov).
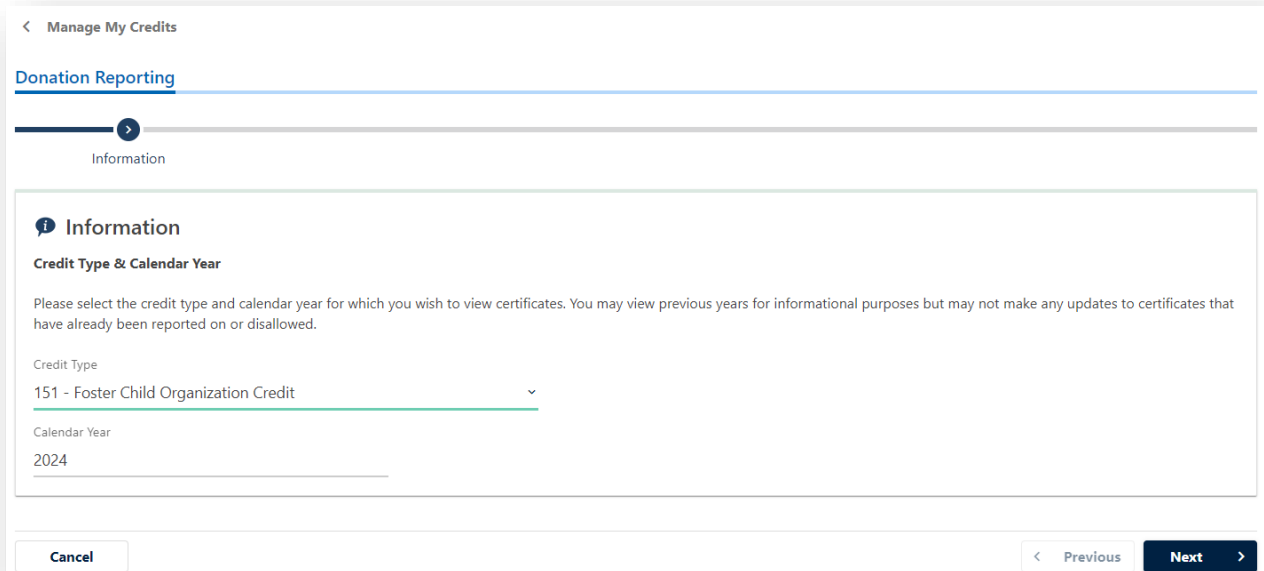
2. Select *More*
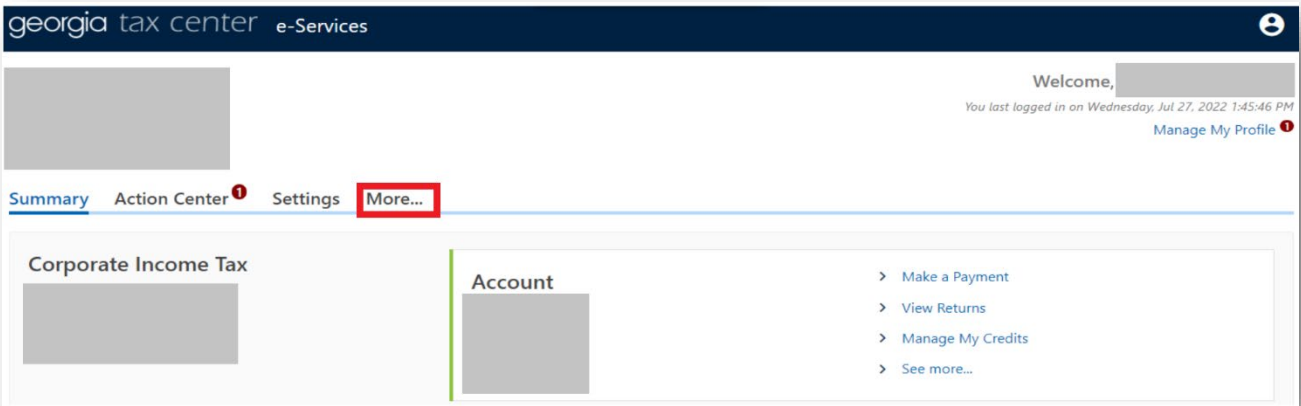
3. On the next menu, under the *Management* section, select *Manage My Credits*.
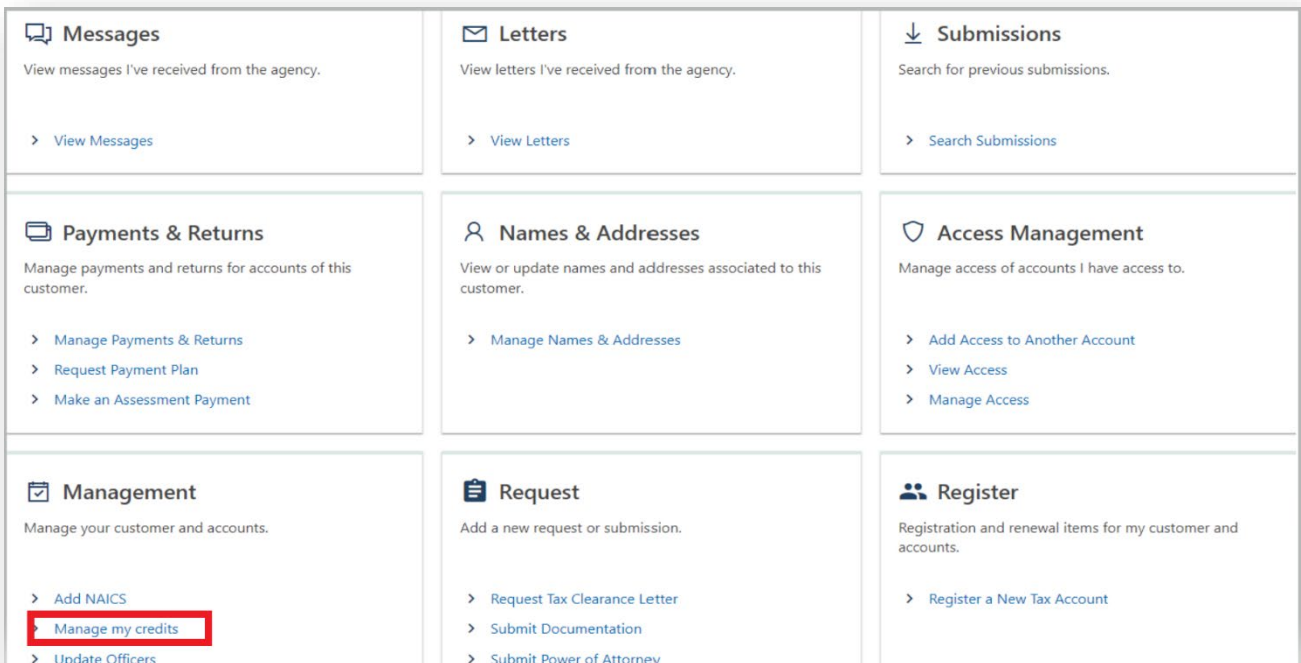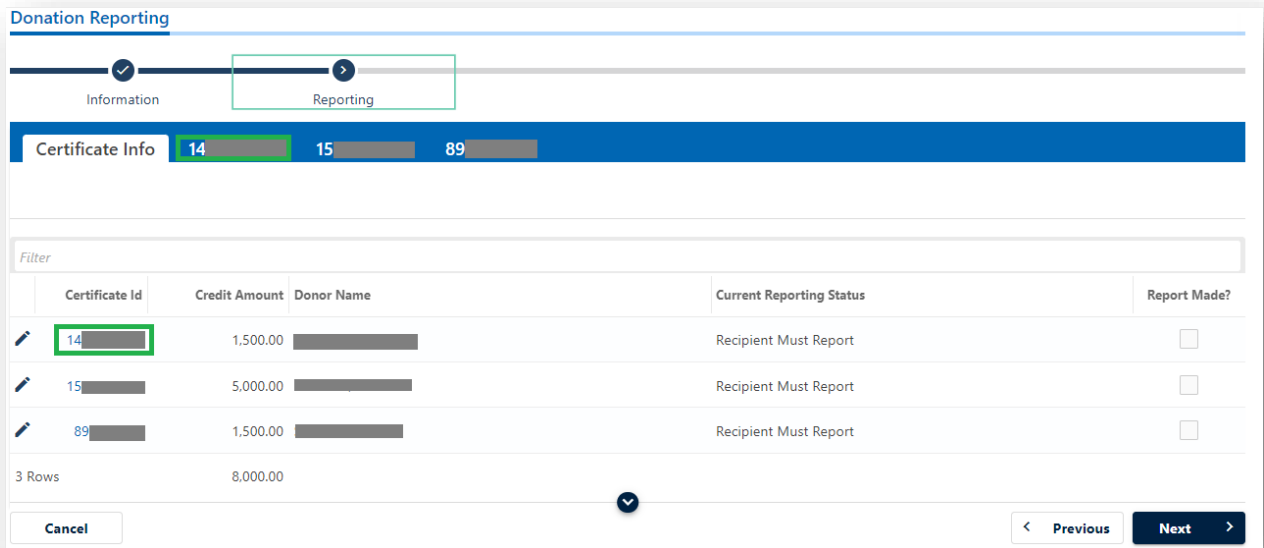
4. Select *Report Certificate Donations*

5. Select the *151 - Qualified Foster Child Donation Credit* from the *Credit Type* menu. Enter the Calendar Year for the donations. Click *Next*

6. Select the first certificate to report a donation. This can be done by clicking on the Certificate ID or by clicking on the Certificate number tab.

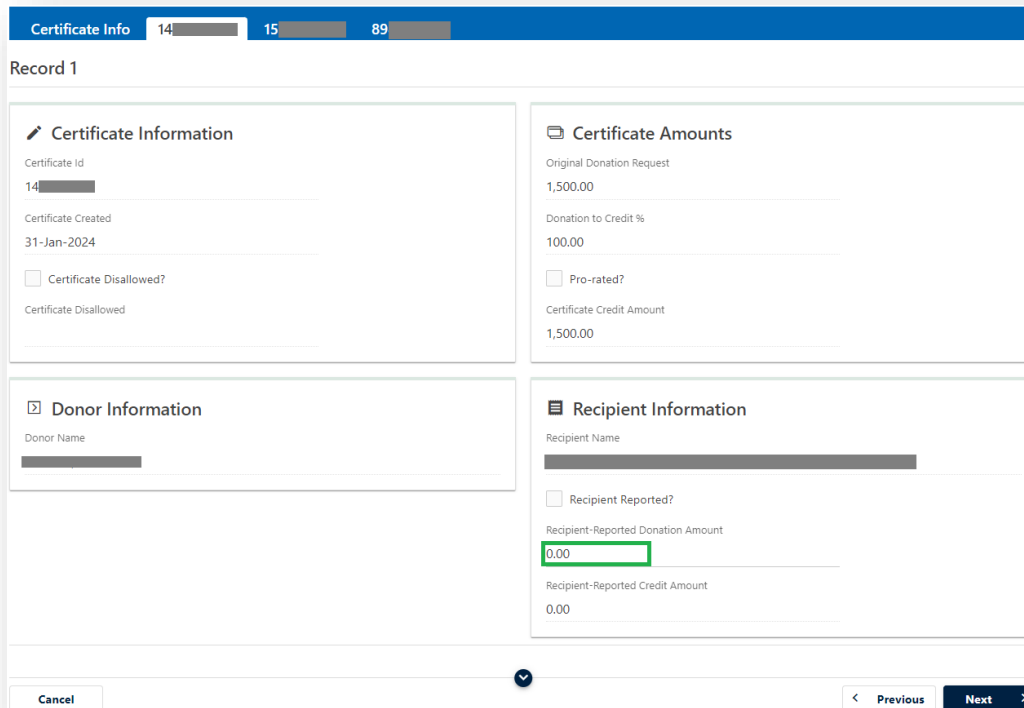7. Enter the amount of the Donation. Click on the next Certificate number tab at the top to proceed to the next certificate. Do not click **Next** until you have entered the amounts for all certificates that have made a donation.

8. An ***IT-QFCD-FUND2*** is required for the reported donations. Click ***Add Attachment*** to provide the ***IT-QFCD-FUND2*** form.

   IMPORTANT: The IRS Form 990 should be combined and added as a **single pdf attachment** using the *Additional Documentation* type. Each attachment can be added once and is required. Click **Next.**
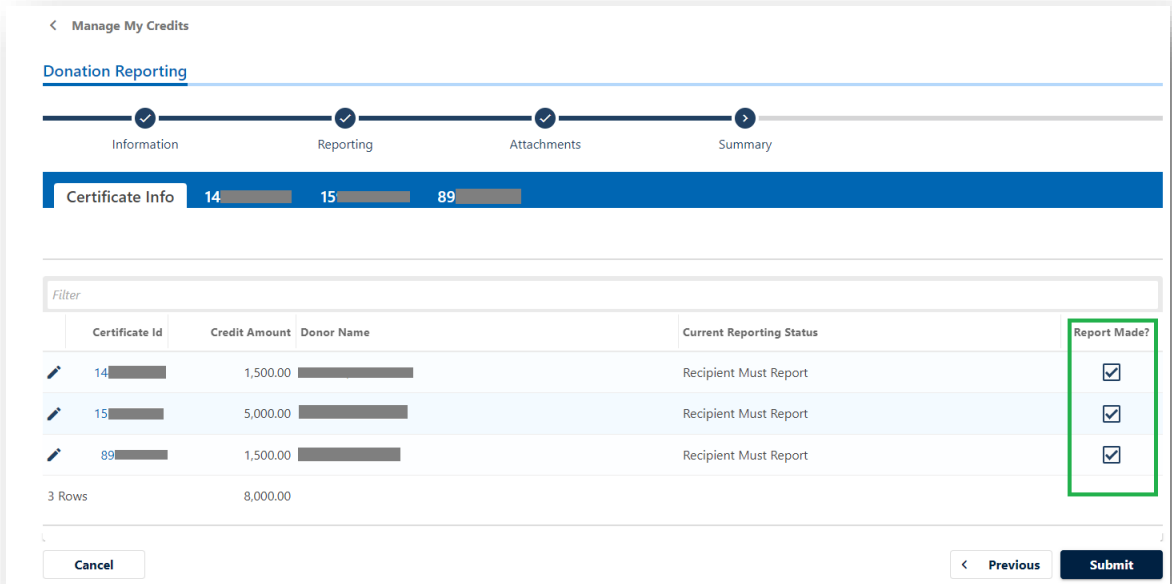
9. Verify the donation information by clicking on the Certificate ID or by clicking on the Certificate number tab. The ***Report Made*** box will be checked for all certificates with an updated donation amount. Click **Submit**.
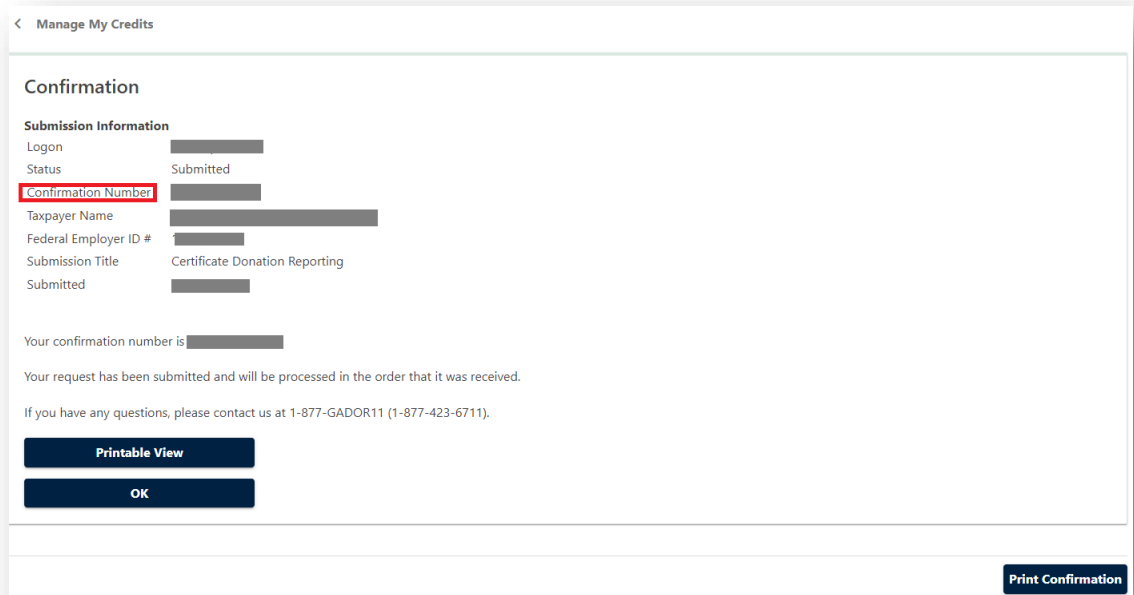
10. The ***Confirmation Page*** will be displayed. Write down the ***Confirmation Number*** or print the page for your records.