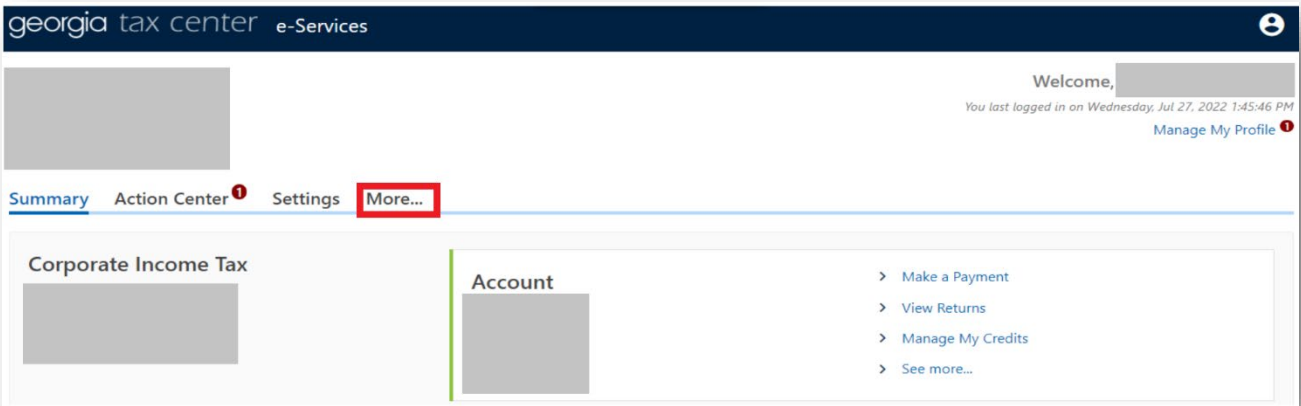


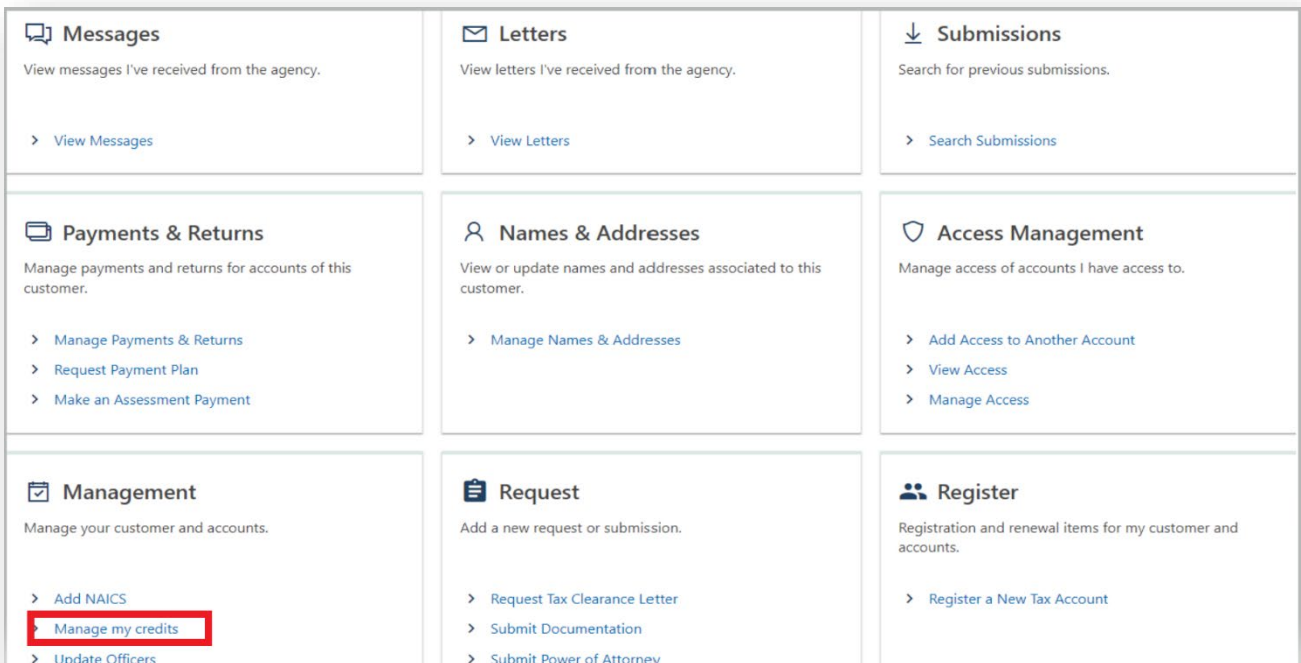
The following documentation provides the steps for qualified foster child support organizations (QFCSOs) to submit the Certificate Donation Report, the QFCD-FUND2 Report, and the Form 990 for the previous calendar year on the Georgia Tax Center (GTC). House Bill 424 (2022) established the reporting requirements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

How to Submit the Qualified Foster Child Donation Reports:

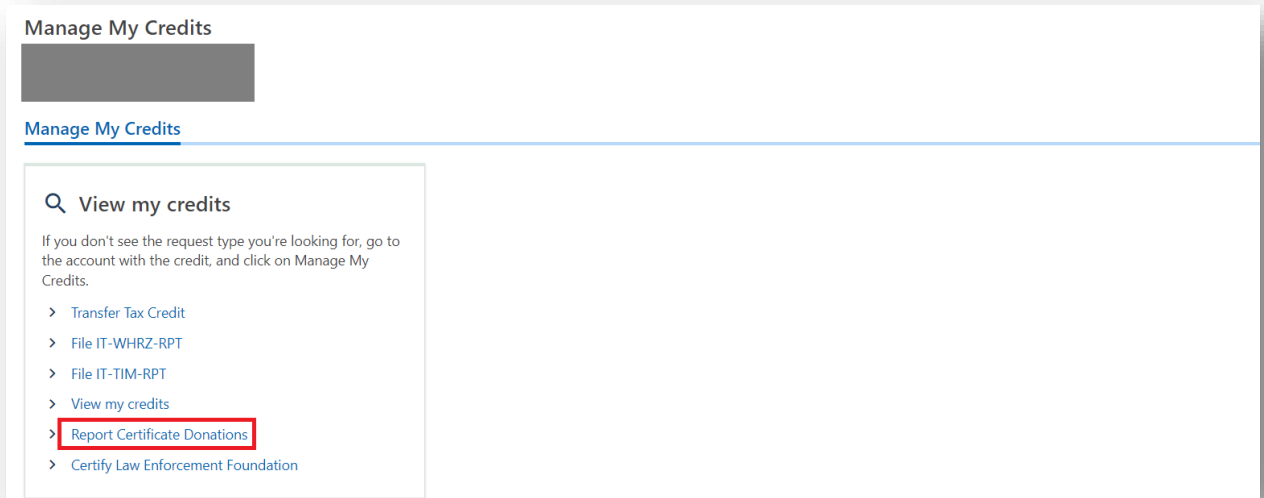
1. Log into the GTC website (<https://gtc.dor.ga.gov>).
2. Select *More*



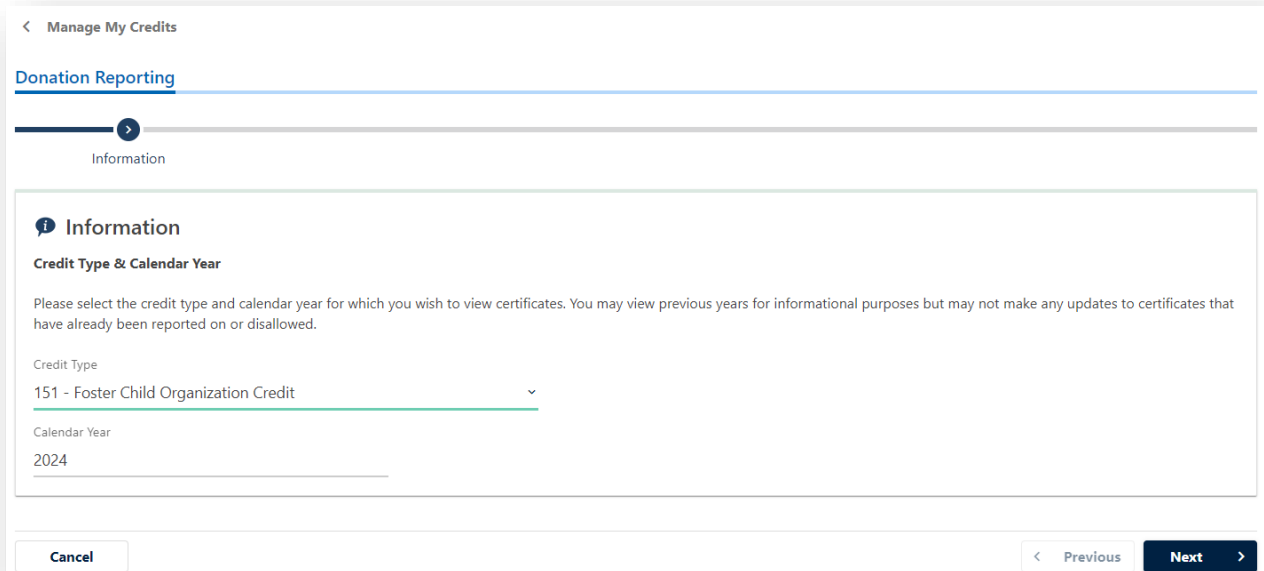
3. On the next menu, under the *Management* section, select *Manage My Credits*.



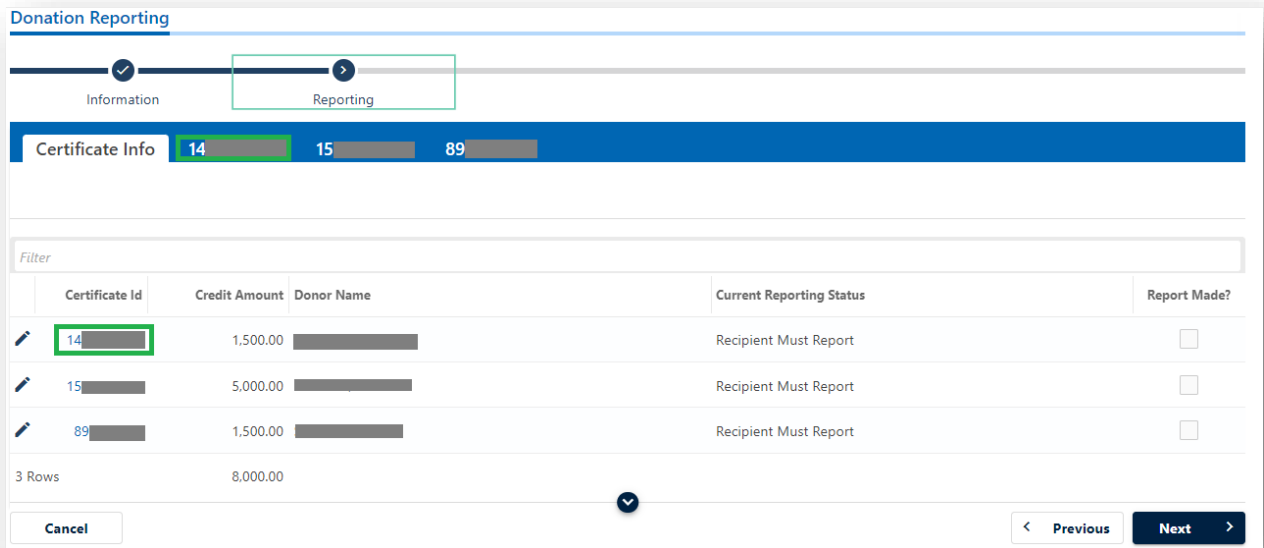
4. Select *Report Certificate Donations*



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



- 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.



Donation Reporting

Information Reporting

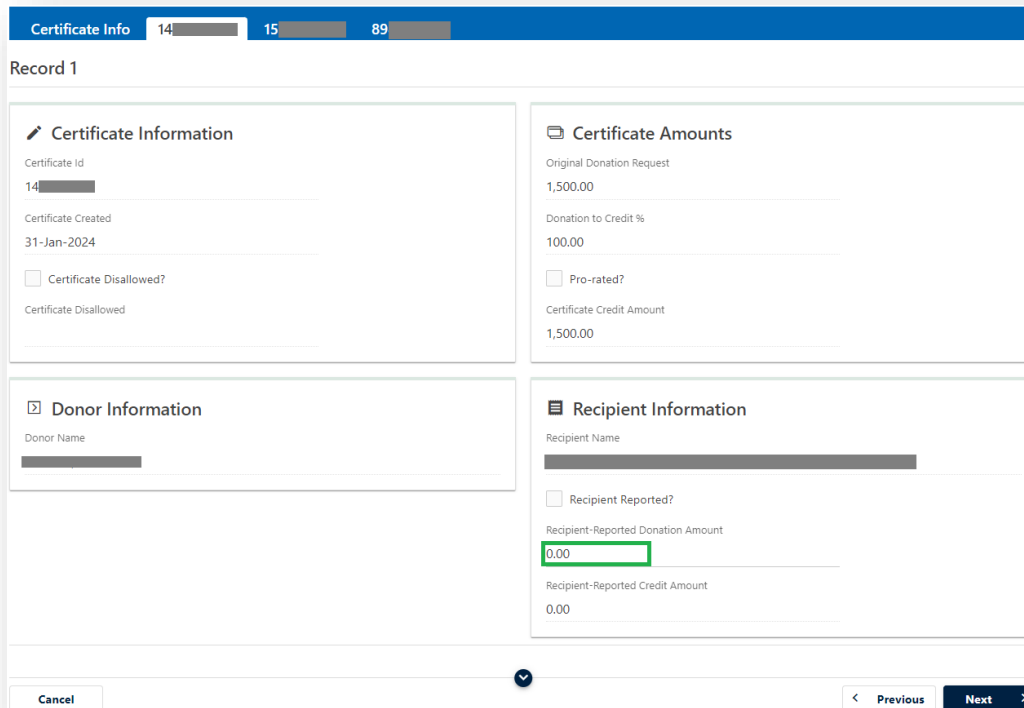
Certificate Info **14** 15 89

Filter

Certificate Id	Credit Amount	Donor Name	Current Reporting Status	Report Made?
14	1,500.00	[REDACTED]	Recipient Must Report	<input type="checkbox"/>
15	5,000.00	[REDACTED]	Recipient Must Report	<input type="checkbox"/>
89	1,500.00	[REDACTED]	Recipient Must Report	<input type="checkbox"/>
3 Rows	8,000.00			

Cancel Previous Next

- 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.



Certificate Info **14** 15 89

Record 1

Certificate Information

Certificate Id
14

Certificate Created
31-Jan-2024

Certificate Disallowed?

Certificate Disallowed

Certificate Amounts

Original Donation Request
1,500.00

Donation to Credit %
100.00

Pro-rated?

Certificate Credit Amount
1,500.00

Donor Information

Donor Name
[REDACTED]

Recipient Information

Recipient Name
[REDACTED]

Recipient Reported?

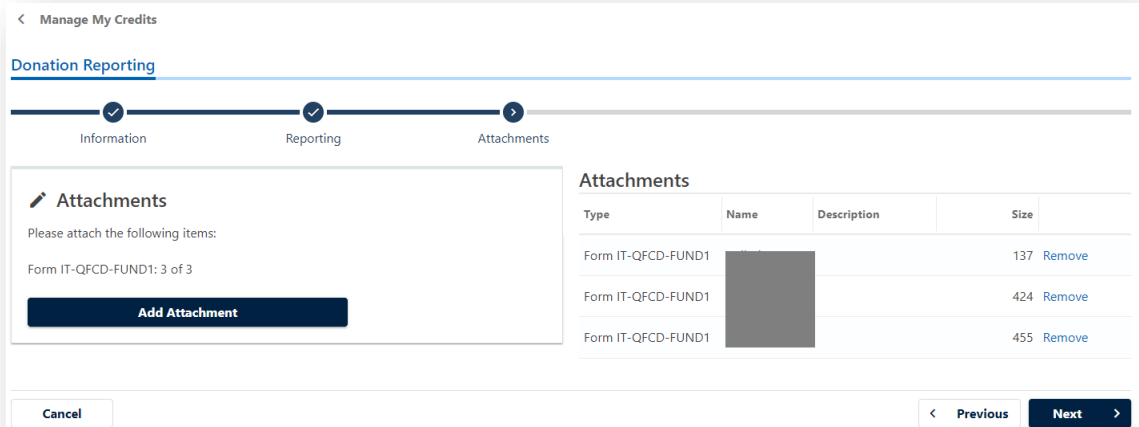
Recipient-Reported Donation Amount
0.00

Recipient-Reported Credit Amount
0.00

Cancel Previous Next

- 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**.



Attachments

Please attach the following items:

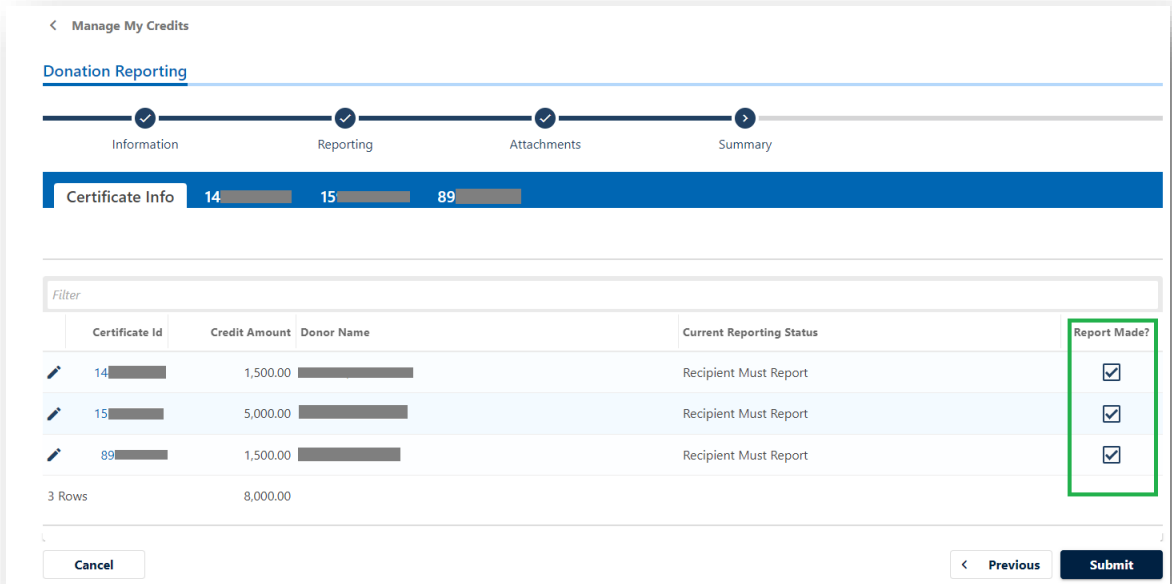
Form IT-QFCD-FUND1: 3 of 3

Add Attachment

Type	Name	Description	Size	
Form IT-QFCD-FUND1			137	Remove
Form IT-QFCD-FUND1			424	Remove
Form IT-QFCD-FUND1			455	Remove

Cancel Previous **Next**

- 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**.



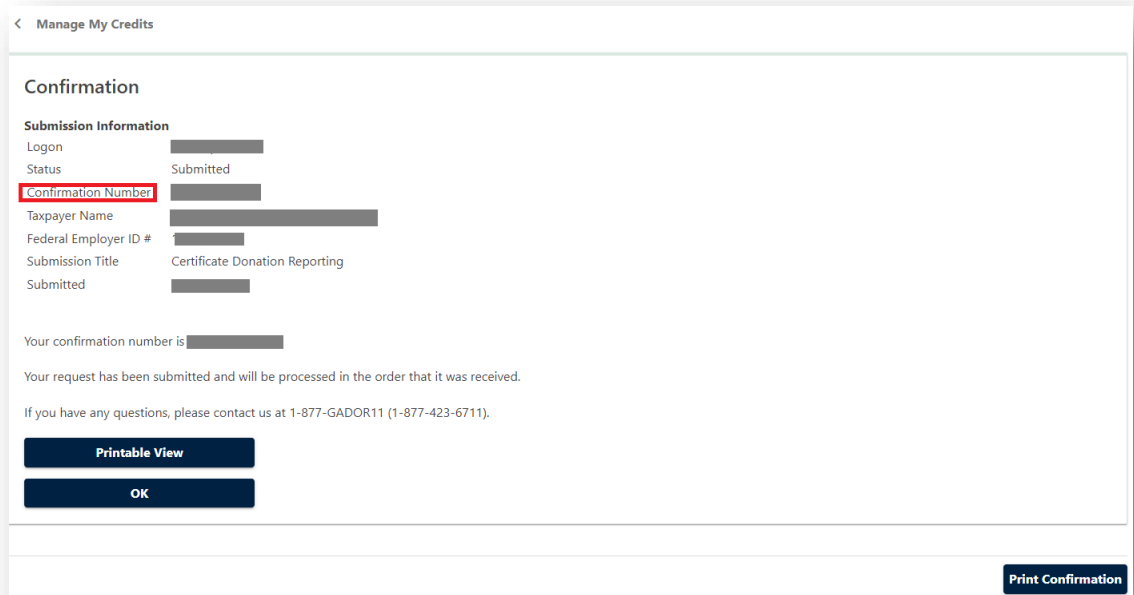
Certificate Info 14 15 89

Filter

Certificate Id	Credit Amount	Donor Name	Current Reporting Status	Report Made?
14	1,500.00		Recipient Must Report	<input checked="" type="checkbox"/>
15	5,000.00		Recipient Must Report	<input checked="" type="checkbox"/>
89	1,500.00		Recipient Must Report	<input checked="" type="checkbox"/>
3 Rows	8,000.00			

Cancel Previous **Submit**

10. The **Confirmation Page** will be displayed. Write down the **Confirmation Number** or print the page for your records.



The screenshot shows a web interface titled "Manage My Credits" with a "Confirmation" section. The "Confirmation Number" field is highlighted with a red box. Below the submission information, there are instructions and contact information, and two buttons: "Printable View" and "OK". A "Print Confirmation" button is located at the bottom right of the page.

< Manage My Credits

Confirmation

Submission Information

Logon	[REDACTED]
Status	Submitted
Confirmation Number	[REDACTED]
Taxpayer Name	[REDACTED]
Federal Employer ID #	[REDACTED]
Submission Title	Certificate Donation Reporting
Submitted	[REDACTED]

Your confirmation number is [REDACTED]

Your request has been submitted and will be processed in the order that it was received.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

[Printable View](#)

[OK](#)

[Print Confirmation](#)