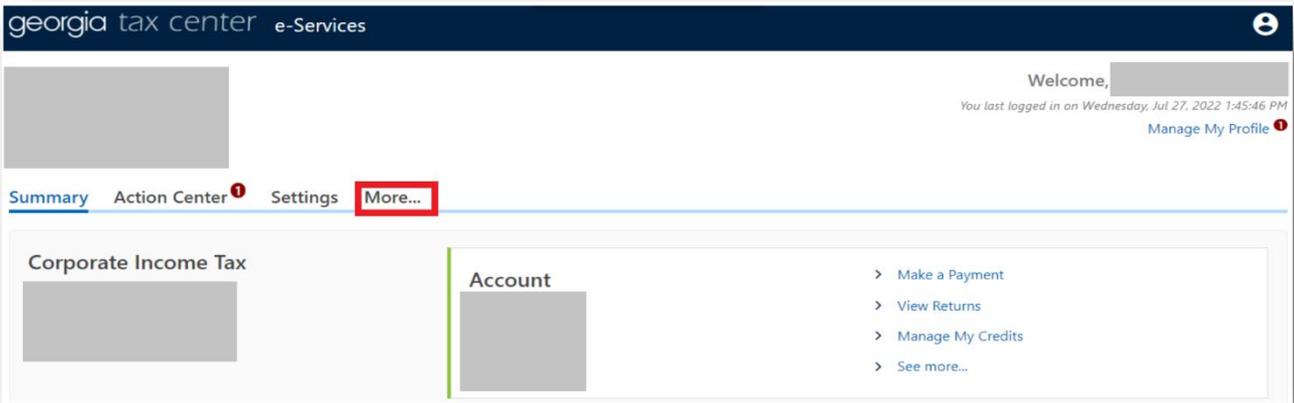


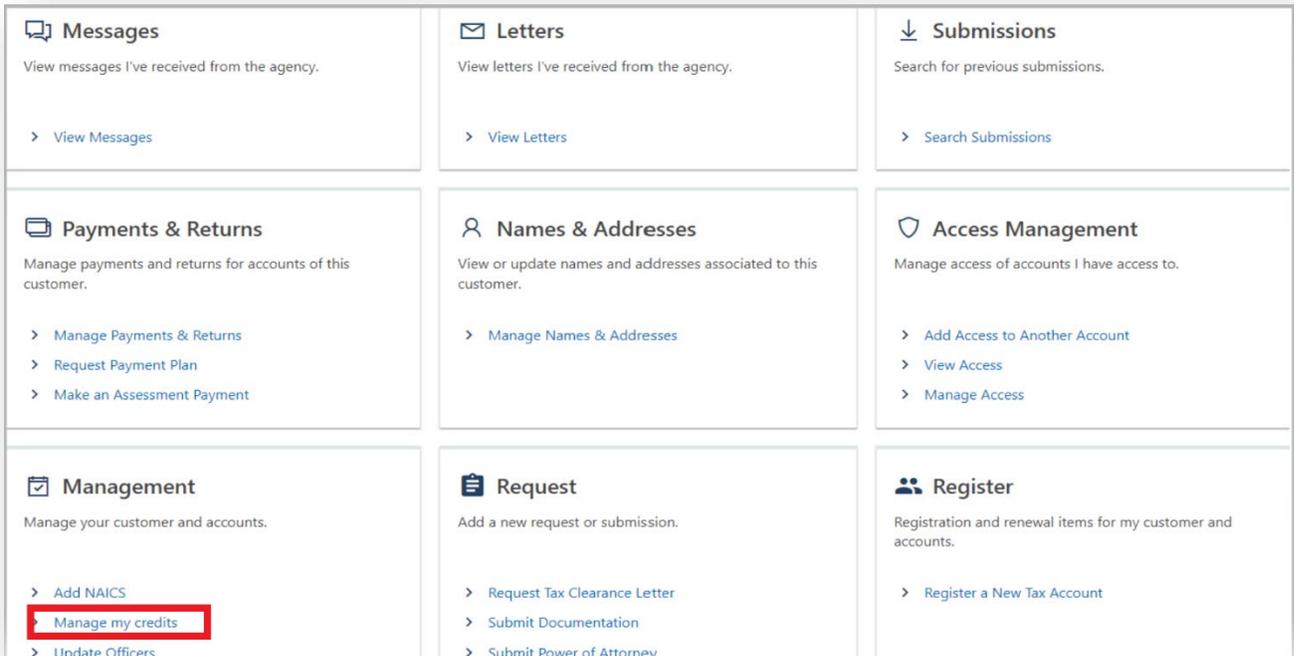
The following documentation provides the steps for qualified law enforcement foundations (QLEFs) to submit the Certificate Donation Report, the IT-QLED-LEF2 Report, and the Form 990 for the previous calendar year on the Georgia Tax Center (GTC). Senate Bill 361 (2022) established the reporting requirements for QLEFs.

How to Submit the Qualified Law Enforcement Donation Reports:

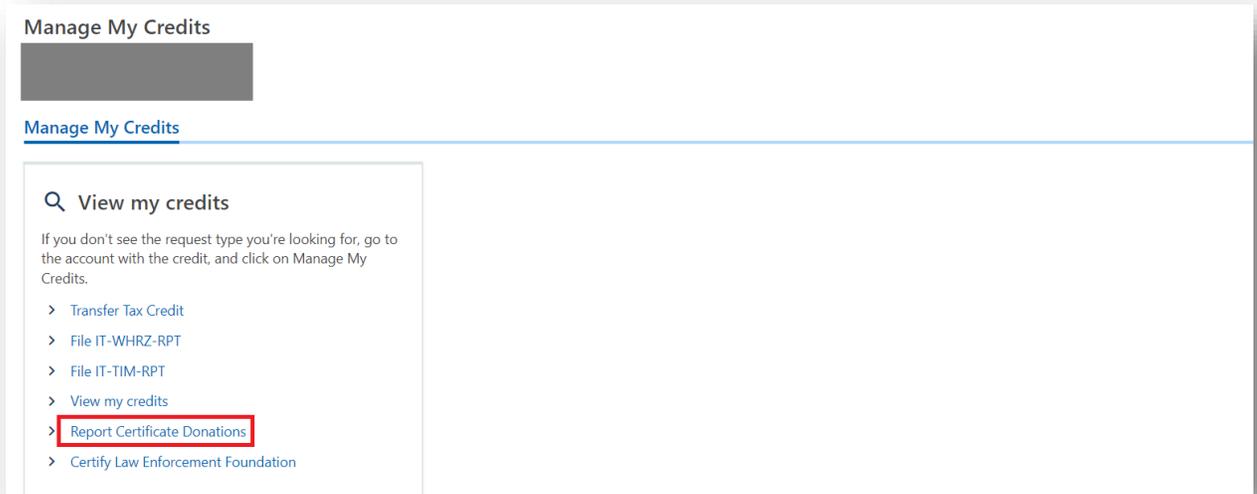
1. Log into the GTC website (<https://gtc.dor.ga.gov>).
2. Select *More*



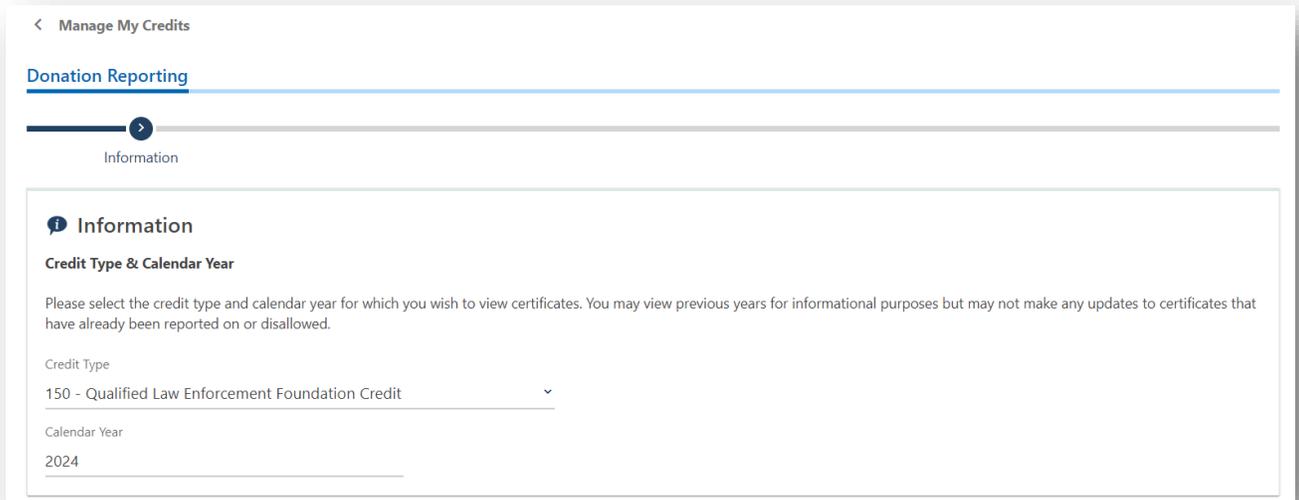
3. On the next menu, under the *Management* section, select *Manage My Credits*.



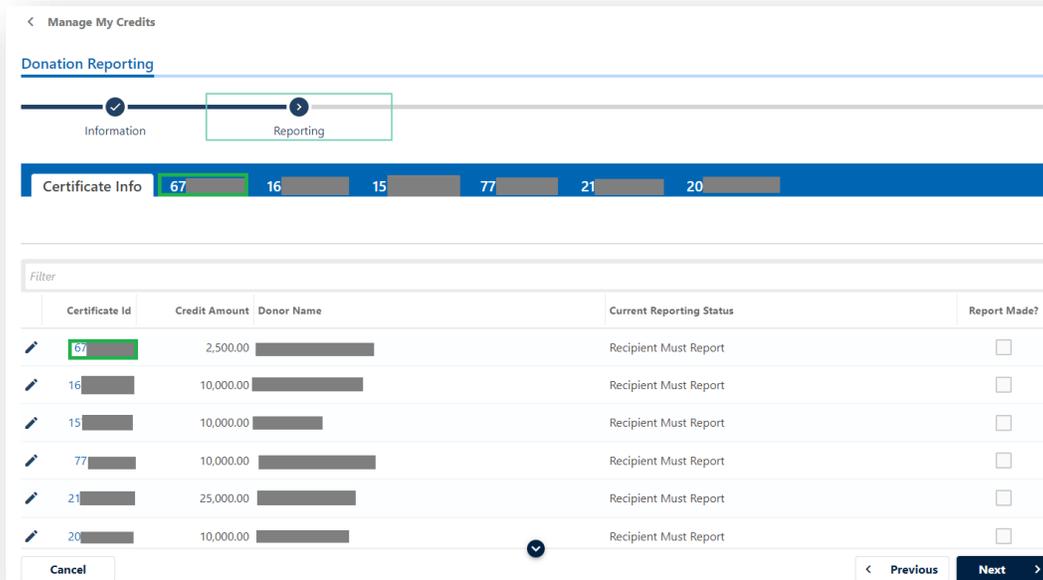
4. Select *Report Certificate Donations*



5. Select the *150 - Qualified Law Enforcement Foundation Credit* from the *Credit Type* menu. Enter the Calendar Year for the donations. Click *Next*

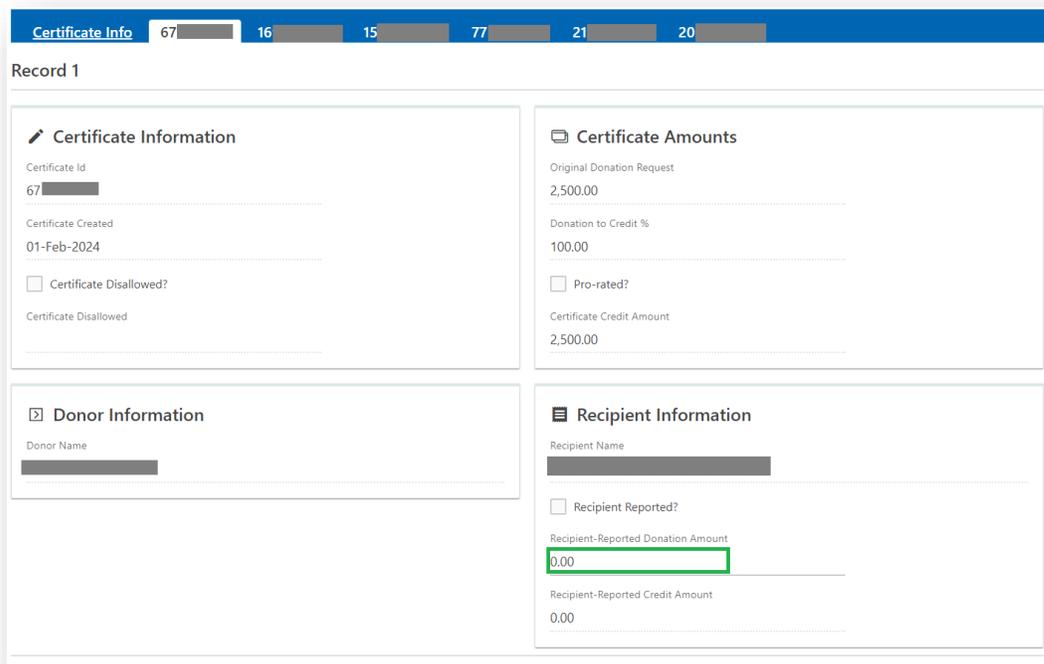


- Select the first certificate to report a donation. This can be done by clicking on the Certificate ID or by clicking on the Certificate number tab.



Filter	Certificate Id	Credit Amount	Donor Name	Current Reporting Status	Report Made?
	67	2,500.00		Recipient Must Report	<input type="checkbox"/>
	16	10,000.00		Recipient Must Report	<input type="checkbox"/>
	15	10,000.00		Recipient Must Report	<input type="checkbox"/>
	77	10,000.00		Recipient Must Report	<input type="checkbox"/>
	21	25,000.00		Recipient Must Report	<input type="checkbox"/>
	20	10,000.00		Recipient Must Report	<input type="checkbox"/>

- 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 amount for all certificates that have made a donation.



Record 1

Certificate Information

Certificate Id: 67

Certificate Created: 01-Feb-2024

Certificate Disallowed?

Certificate Disallowed:

Certificate Amounts

Original Donation Request: 2,500.00

Donation to Credit %: 100.00

Pro-rated?

Certificate Credit Amount: 2,500.00

Donor Information

Donor Name:

Recipient Information

Recipient Name:

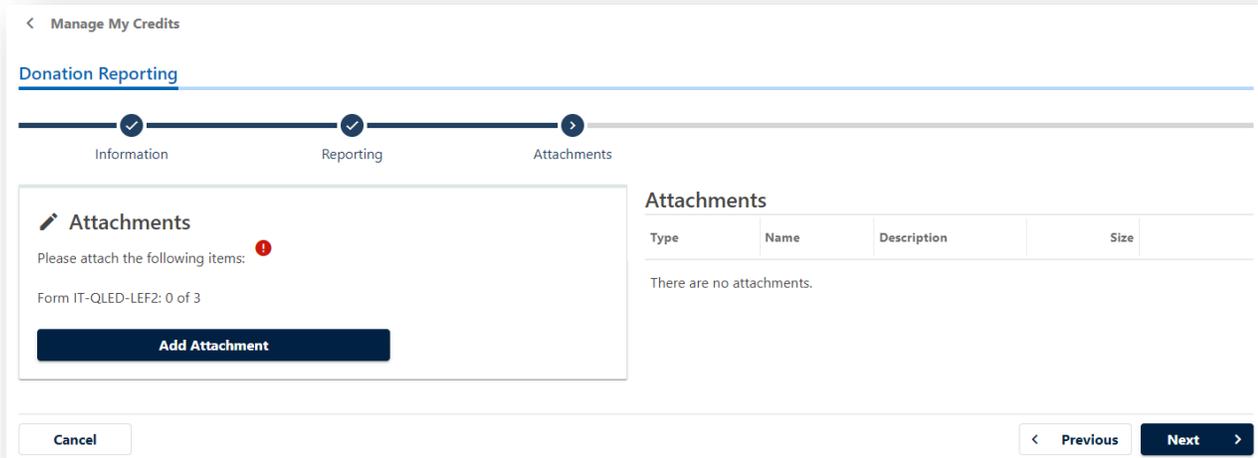
Recipient Reported?

Recipient-Reported Donation Amount: 0.00

Recipient-Reported Credit Amount: 0.00

- An **IT-QLED-LEF2** is required for the reported donations. Click **Add Attachment** to provide the **IT-QLED-LEF2** form.

IMPORTANT: The IRS Form 990 should be combined and added as a **single pdf attachment**. Each attachment can be added once and is required. Click **Next**.



Manage My Credits

Donation Reporting

Information Reporting Attachments

Attachments

Please attach the following items: 1

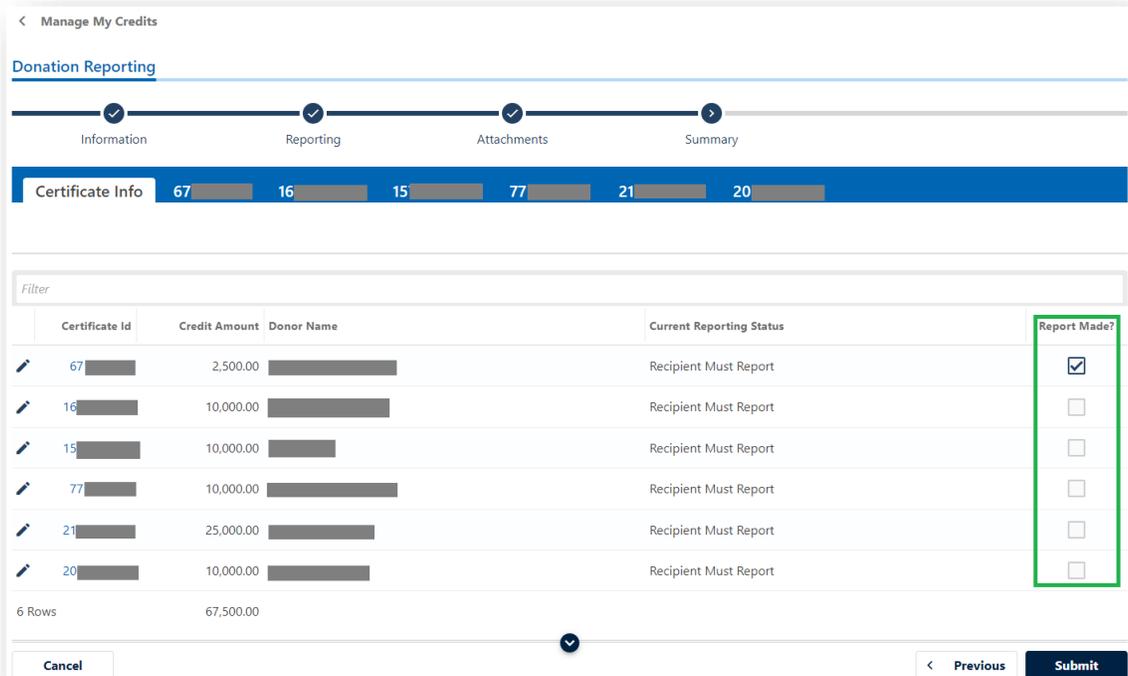
Form IT-QLED-LEF2: 0 of 3

Add Attachment

Type	Name	Description	Size
There are no attachments.			

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**.



Manage My Credits

Donation Reporting

Information Reporting Attachments Summary

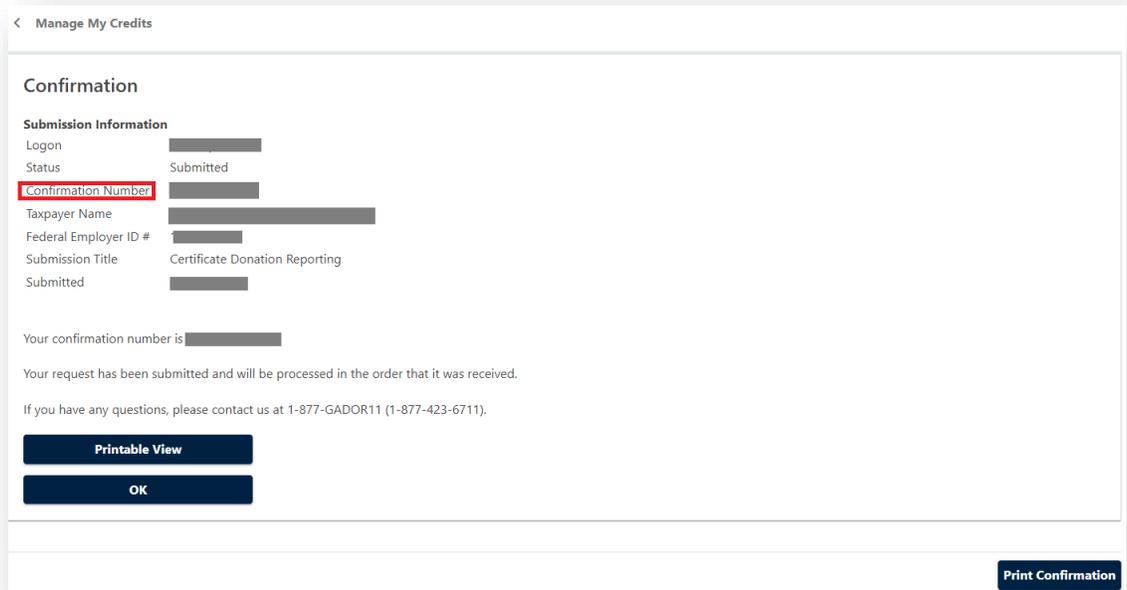
Certificate Info 67 16 15 77 21 20

Filter

Certificate Id	Credit Amount	Donor Name	Current Reporting Status	Report Made?
67	2,500.00		Recipient Must Report	<input checked="" type="checkbox"/>
16	10,000.00		Recipient Must Report	<input type="checkbox"/>
15	10,000.00		Recipient Must Report	<input type="checkbox"/>
77	10,000.00		Recipient Must Report	<input type="checkbox"/>
21	25,000.00		Recipient Must Report	<input type="checkbox"/>
20	10,000.00		Recipient Must Report	<input type="checkbox"/>
6 Rows	67,500.00			

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. Under "Submission Information", the "Confirmation Number" field is highlighted with a red box. Other fields include Logon, Status (Submitted), Taxpayer Name, Federal Employer ID #, Submission Title (Certificate Donation Reporting), and Submitted. Below the submission information, it states "Your confirmation number is" followed by a redacted number. A message indicates the request has been submitted and will be processed in the order received. Contact information for questions is provided: 1-877-GADOR11 (1-877-423-6711). At the bottom of the confirmation area are two buttons: "Printable View" and "OK". A "Print Confirmation" button is located at the bottom right of the page.

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](#)