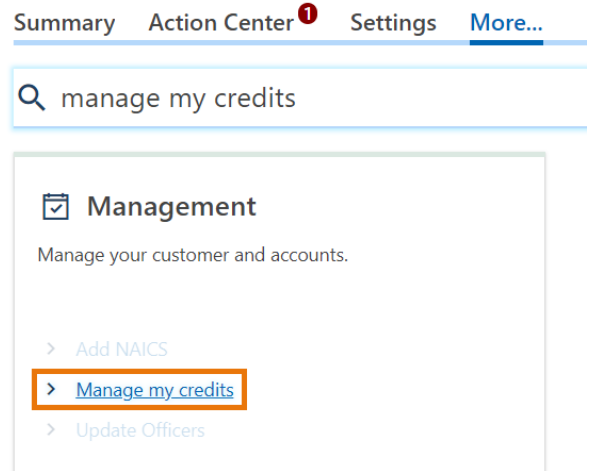


The following documentation provides information on the student scholarship organization pre-approval process via the Georgia Tax Center.

How to Submit a Pre-Approval Request for a Client

1. Log onto the GTC website (<https://gtc.dor.ga.gov>).

2. On the Home screen click on the **More...** tab. Scroll down to the **Management** section and click the **Manage my credits**.



Summary Action Center ¹ Settings [More...](#)

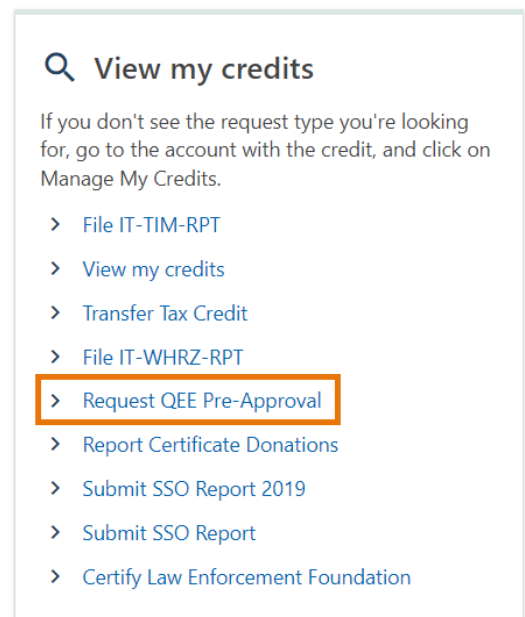
Q manage my credits

Management
Manage your customer and accounts.

- > Add NAICS
- > **Manage my credits**
- > Update Officers

3. Next click on the **Request QEE Pre-Approval** hyperlink.

Manage My Credits



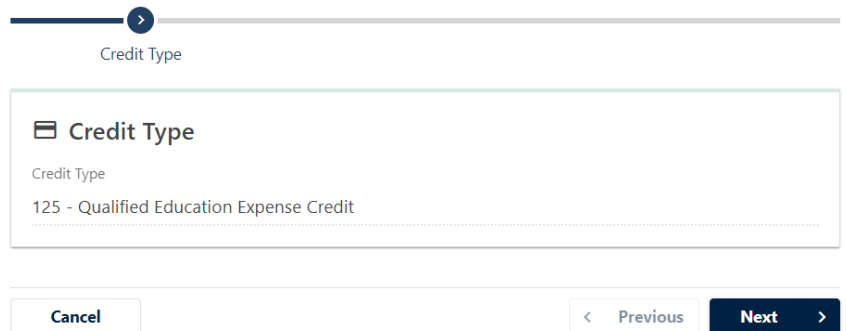
Q View my credits

If you don't see the request type you're looking for, go to the account with the credit, and click on Manage My Credits.

- > File IT-TIM-RPT
- > View my credits
- > Transfer Tax Credit
- > File IT-WHRZ-RPT
- > **Request QEE Pre-Approval**
- > Report Certificate Donations
- > Submit SSO Report 2019
- > Submit SSO Report
- > Certify Law Enforcement Foundation

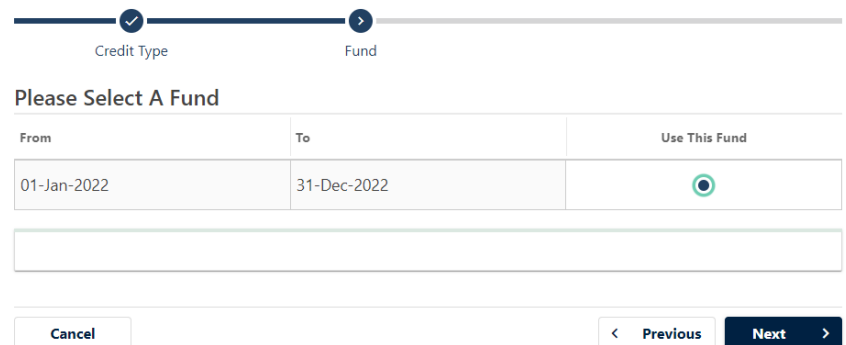
4. **125 - Qualified Education Expense Credit** will appear in the box under **Credit Type**.

Credit Pre-Approval



5. Click the button under *Use This Fund* and click **Next**.

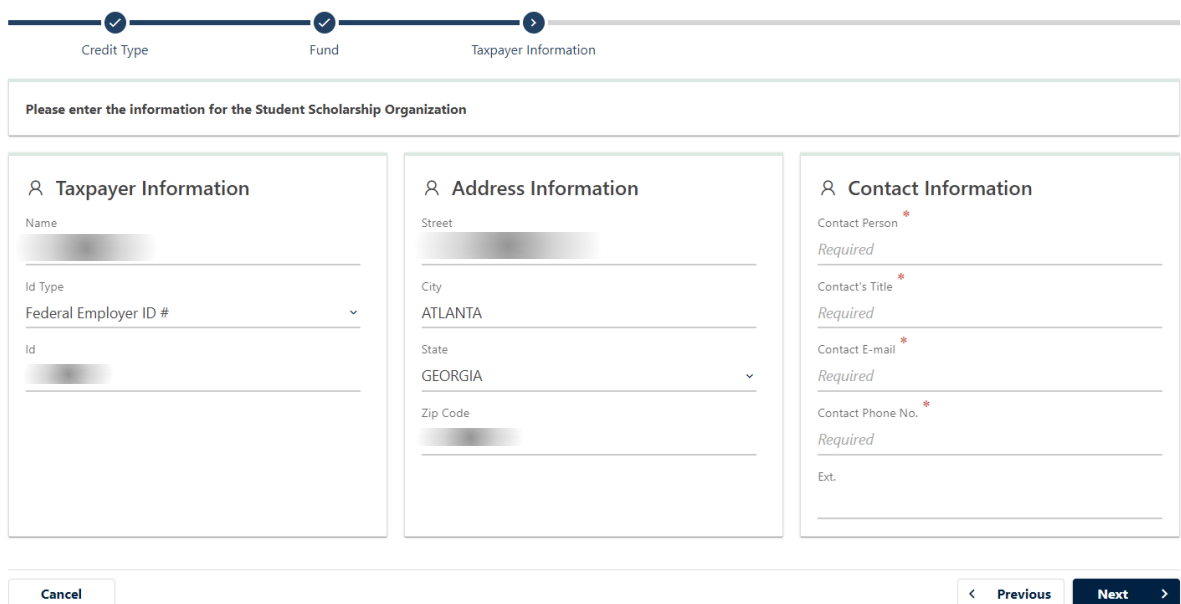
Credit Pre-Approval



From	To	Use This Fund
01-Jan-2022	31-Dec-2022	<input checked="" type="radio"/>

6. Enter in the scholarship organization's information. Note the fields on the left will be automatically populated. On the right, provide the Contact Person, Contact Title, and E-mail or Phone; you only need to provide either the phone number or email. Click **Next**.

Credit Pre-Approval



Please enter the information for the Student Scholarship Organization

Taxpayer Information	Address Information	Contact Information
Name	Street	Contact Person *
Id Type	City	Contact's Title *
Federal Employer ID #	State	Contact E-mail *
Id	Zip Code	Contact Phone No. *
		Ext.

7. Review the page to confirm the Tax year end of contributor. Enter the Taxpayer information on the right and then click **Next**.

Credit Pre-Approval

Progress: Credit Type ✓ Fund ✓ Taxpayer Information ✓ IT-QEE-TP1

Choose Your Filing Status

Select your filing status from list

C Corporation or Fiduciary

Enter Taxpayer Information.

Select Taxpayer Id Type from list

Federal Employer ID #

Taxpayer Id

Last Name/Corp Name

Suffix

Street

City

ATLANTA

Select State from list

GEORGIA

ZIP+4

Contributor Information

Calendar year in which contribution will be made: 2022

Tax year end of contributor

31-Dec-2022

Contact Person

NAME

Phone Number

(000) 000-0000

8. Enter your contribution amount in the first two fields and then click **Next**.

Credit Pre-Approval

Progress: Fund ✓ Taxpayer Information ✓ IT-QEE-TP1 ✓ IT-QEE-TP1

Enter Contribution Amount

75% of estimated income tax liability (Corporation, Fiduciary, electing S Corporation, electing Partnership) *

Required

Amount of the contribution the taxpayer intends to make *

Required

Cancel
< Previous
Next >

9. If you have supporting documents you would like to include, click the **Add Attachment** button.

Credit Pre-Approval

Progress: Taxpayer Information ✓ IT-QEE-TP1 ✓ IT-QEE-TP1 ✓ Attachments

Attach the Required Documents

Please attach any supporting documentation. (Optional)

Add Attachment

Attachments Add Attachment

Type	Name
There are no attachments.	

Cancel
< Previous
Next >

10. Select the Type of document, provide a description, then click **OK**. Your document will upload to the page, click **Next**.

Select a file to attach ✕

Type
Additional Documentation ▼

Description
QEE Document

File
 SSO Pre-Approval Process (1).pdf

11. Your document(s) will upload to the Attachments section, click **Next**.

Credit Pre-Approval

✓
Taxpayer Information

✓
IT-QEE-TP1

✓
IT-QEE-TP1

▶
Attachments

Attach the Required Documents

Please attach any supporting documentation. (Optional)

Attachments Add Attachment		
Type	Name	
Additional Documentation	SSO Pre-Approval Process (1).pdf	Remove

< Previous

>

- Review the **Summary** page with the provided information. Enter the information for the contributor then click **Yes** to acknowledge that the submission is ready. Next, type the applicant's name in the box. Then click **Submit**.

Credit Pre-Approval

Taxpayer Information
 IT-QEE-TP1
 IT-QEE-TP1
 Attachments
 Summary

Credit Information

Credit Type: 125 - Qualified Education Expense Credit

Fund Date End: 31-Dec-2022

Credit Amount Requested: \$100,000,000.00

Application Date: 06-Oct-2022

When an income tax credit statute or regulation provides that returns or applications received on the day that an income tax credit cap is reached shall be prorated based on the returns or applications received on such day, any returns or applications submitted on a Saturday, Sunday, legal holiday, or day on which the Federal Reserve Bank is closed, shall be considered to have been submitted on the first day following which is not a Saturday, Sunday, legal holiday, or day on which the Federal Reserve Bank is closed.

Enter signature of contributor

Name: _____

Title: DIRECTOR

Phone Number: _____

Read and approve the application consent below.

Applicant certifies that all information contained above is true to his/her best knowledge and belief and is submitted for the purpose of obtaining preapproval from the Commissioner.

Submit my Qualified Education Expense Credit Preapproval Form

Applicant Name: _____

By answering "Yes" in this box the Student Scholarship Organization acknowledges that they received permission from this taxpayer(s) to submit a preapproval application for the qualified education expense credit for this calendar year.

- A pop-up message will appear. Click **OK** to submit the request.

- Print the confirmation page or note your confirmation number then click **Ok**. Note: Your account should update within 15 minutes.

Confirmation ×

Are you sure you want to submit this?