



CATHOLIC DIOCESE OF RICHMOND  
MCMAHON PARATER FOUNDATION FOR EDUCATION



McMahon Parater  
Foundation

*Education Improvement Scholarships Tax Credits*

**LETTER OF INTENT**

**In support of Catholic education in the Diocese of Richmond, in accordance with the requirements of the Virginia Department of Education, I/we commit:**

**Total Amount of Gift to be made and submitted for Tax Credits:**     \$ \_\_\_\_\_

**OPTIONAL: To the extent permitted under the Education Improvements Scholarship Tax Credits Program, I would like this gift to be used for scholarships at the following school:**

\_\_\_\_\_ **St. John the Apostle Catholic School** \_\_\_\_\_

*I understand that the Education Improvement Scholarship Tax Credits Program requires that my donation be used to provide scholarships to eligible students for qualified educational expenses incurred in attending eligible nonpublic schools. In the event that the schools named above do not have sufficient qualified applicants for these scholarships, the McMahon Parater Foundation will distribute these funds, within the provisions of the statute, to qualified students at other eligible Catholic schools within the Diocese of Richmond.*

**This is how I/we would like my/our name(s) listed in donor recognition:**

\_\_\_\_\_  
**(Please Print)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip

\_\_\_\_\_  
Telephone \_\_\_\_\_ E-Mail

Please return this Letter and the attached Preauthorization Form to the McMahon Parater Foundation. The Preauthorization Form will be submitted securely by the Foundation to the Virginia Department of Education (DOE), which approves tax credits on a first-come, first-served basis. The DOE will respond directly to the Donor with a Preauthorization Notice indicating approval of the tax credits. The DOE's Preauthorization Notice must accompany the donation to the Foundation. Tax credit preauthorizations become void after 180 days if no gift is made. Please make checks payable to: McMahon Parater Foundation. Please do not include school names on the check. For securities transfers, please contact the Foundation.

Within 20 days of receiving the gift and Preauthorization Notice, the Foundation will submit documentation of receipt to the DOE, and will send the Donor an acknowledgement of the gift. Upon receipt of the documentation, the DOE will issue the tax credit certificate to the Donor. The Donor must attach the certificate to the applicable tax return. Scholarships will be provided to the designated schools within one year of the donation.

*McMahon Parater Foundation is a not-for-profit charity under IRS code 501(c)3.  
Gifts are tax deductible to the fullest extent provided by law. Please consult a tax professional.*  
**McMahon Parater Foundation • 7800 Carousel Lane • Richmond, VA 23294 • 804-622-5121 • Fax: 804-358-9159  
www.mcmahonparater.org**