

## **Georgia Tuition Tax Credit Detailed Instructions**

Athens Academy has partnered with Apogee Georgia School Choice Scholarship Fund, a Student Scholarship Organization (SSO), to administer the tax credit program. Participation is limited and the deadline to apply is December 2010.

### **Direct your Georgia tax dollars to Athens Academy**

1. Complete the Tax Redirection Form and Georgia Form IT-QEE-TPI.
2. Make your check payable to “Apogee Scholarship Fund” or pay by credit card [www.apogeescholarships.org/Pay by Credit Card.html](http://www.apogeescholarships.org/Pay_by_Credit_Card.html)
3. Mail the completed forms and payment to:

Apogee Georgia Scholarship Fund  
3300 Cumberland Boulevard, Suite 300  
Atlanta, GA 30339

4. The Department of Revenue will mail your approved Georgia Form IT-QEE-TPI to you within 30 days.  
**Please fax (404-419-7101), email ([scholarships@apogee360.com](mailto:scholarships@apogee360.com)) or mail a copy of this approved form to Apogee as confirmation.**

### **Receiving your tax credit**

1. When Apogee receives your package, they will submit your completed Form IT-QEE-TPI to the Georgia Department of Revenue
2. Your Tax Redirection Form will be registered in the Apogee system and your check will be held in a secure location
3. Once confirmation of approval is received, within 30 days of sending your forms, Apogee will deposit your check to be used for qualified student scholarships at Athens Academy
4. Tax documentation and instructions will be provided by Apogee at tax filing time. You will receive a tax credit for the amount of your redirection when you file your return.

For questions or further assistance, please contact Mary Catherine Jernigan in the Athens Academy Business Office at 706-549-9225 or John Panessa, our Apogee representative, at 404-419-7123.