

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 1, 2011.

Direct your Georgia tax dollars to Athens Academy

1. Complete the Tax Redirection Form and have this notarized. (Athens Academy has a notary in the Business Office and we are pleased to help you with this step).
2. Complete Georgia Form IT-QEE-TP1.
3. Make your check payable to “Apogee Scholarship Fund” or pay by credit card [http://apogeescholarships.org/Pay by Credit Card.html](http://apogeescholarships.org/Pay_by_Credit_Card.html).
4. Mail the completed forms and check to:

Athens Academy
P.O. Box 6548
Athens, GA 30604

5. For your records, the Department of Revenue will mail your approved Georgia Form IT-QEE-TP1 to you within 30 days.

Receiving your tax credit

1. Your completed Form IT-QEE-TP1 will be submitted 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. If filing electronically, you will not have to submit documentation; however, you must make this available if later requested by the Commissioner (for instance, if the return is selected for audit). 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.